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ABSTRACT

This feasibility study was conducted to (1) estimate the alternative costs in 1980 Canadian dollars of using four bibliographic utilities to accomplish the retrospective conversion (RECON) of eight British Columbia public libraries' manual card catalog files, (2) make recommendations as to which alternative should be selected and how it should be managed in order to achieve the stated objectives at least cost, and (3) provide persuasive evidence that will result in the securing of funding in 1981 to begin the proposed RECON project. Background to the study is provided, and conversion estimates are detailed for DOBIS, OCLC, WLN, and UTLAS, including both online and batch processing modes. A RECON bibliography lists nine sources. Appendices provide correspondence, price lists, price quotations, and a sample methodology. Tables display relevant data. (FM)

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Library Needs Assessment
BCUC Replication Study Document
Ancillary Report

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RECON ALTERNATIVES FOR EIGHT BRITISH COLUMBIA PUBLIC LIBRARIES

An Ancillary Report for the British Columbia Library Network
Prepared at the Request of the Greater Vancouver Library Federation and Greater Victoria Public Library

by
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With the Assistance of Marie McKee

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December 1980

Richmond, B.C., British Columbia Union Catalogue

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Carolyn Hoffman	Burnaby Public Library
Peter Marshall	Greater Victoria Public Library
Jean Simpson	New Westminster Public Library
Elizabeth Grubb	North Vancouver City Library
Helen Dickinson	North Vancouver District Library
Ian Holter	Port Moody Centennial Library
Geoff Pincott	Vancouver Public Library
Roy Hunter	West Vancouver Memorial Library

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Paul E. Baldwin
Leigh Swain

British Columbia Union Catalogue

TABLE OF CONTENTS

ACKNOWLEDGEMENTS i
TABLE OF CONTENTS ..... iii-iv
LIST OF FIGURES vi
EXECUTIVE SUMMARY vii

I. INTRODUCTION AND SUMMARY
A. INITIATION OF THE STUDY 2
B. PURPOSE OF THE STUDY 4
C. RECON GOALS AND OBJECTIVES 5
D. RELATIONSHIP TO THE B.C. UNION CATALOGUE 7
E. METHODS AND APPROACH 9
F. PRINCIPAL RESULTS 31
G. RECOMMENDED PLAN 35
H. OTHER RECOMMENDATIONS 40

II. NLC DOBIS CONVERSION ESTIMATE
A. INTRODUCTION 43
B. DETAILED CALCULATION OF CONVERSION CATEGORIES 46
C. ESTIMATE OF STAFF REQUIREMENT 47
D. DETAILED NLC DOBIS COST ESTIMATE 48

III. OCLC, INC. CONVERSION ESTIMATE
A. INTRODUCTION 53
B. DETAILED CALCULATION OF CONVERSION CATEGORIES 54
C. ESTIMATE OF STAFF REQUIREMENTS 54
D. DETAILED OCLC, INC. COST ESTIMATE 55

IV. UTLAS ON-LINE CONVERSION ESTIMATE
A. INTRODUCTION 59
B. DETAILED CALCULATION OF CONVERSION CATEGORIES 59

TABLE OF CONTENTS (CON'T)

C. ESTIMATE OF STAFF REQUIREMENT 60
D. DETAILED ULTAS ON-LINE COST ESTIMATE .. 61

V. UTLAS BATCH CATSS CONVERSION ESTIMATE
A. INTRODUCTION 65
B. DETAILED CALCULATION OF CONVERSION CATEGORIES 65
C. ESTIMATE OF STAFF REQUIREMENT 66
D. DETAILED ULTAS BATCH CATSS CONVERSION COSTS 67

VI. WLN ON-LINE CONVERSION ESTIMATE
A. INTRODUCTION 71
B. DETAILED CALCULATION OF CONVERSION CATEGORIES 71
C. ESTIMATE OF STAFF REQUIREMENTS 72
D. DETAILED WLN ON-LINE CONVERSION COSTS 73

VII. WLN BATCH PROCESS CONVERSION ESTIMATE
A. INTRODUCTION 77
B. DETAILED CALCULATION OF CONVERSION CATEGORIES 77
C. ESTIMATE OF STAFF REQUIREMENT 77
D. DETAILED WLN BATCH PROCESS CONVERSION COSTS 78

VIII. CURRENT CATALOGUING ESTIMATE USING NLC DOBIS 83

IX. CURRENT CATALOGUING ESTIMATE USING UTLAS.. 87

BIBLIOGRAPHIC FOOTNOTE REFERENCES 91

TABLE OF CONTENTS

RECON BIBLIOGRAPHY 92

APPENDICES:

A. CORRESPONDENCE 95

B. PRICE LISTS AND PRICE QUOTATIONS 117

C. SAMPLE METHODOLOGY DETAIL 145

LIST OF FIGURES

Figure 1: COST COMPARISON SUMMARY OF RECON ALTERNATIVES 23
Figure 2: TOTAL BIBLIOGRAPHIC RECORDS HELD BY EIGHT B.C. PUBLIC LIBRARIES 24
Figure 3: ESTIMATED UNIQUE BIBLIOGRAPHIC RECORDS .. 25
Figure 4: SAMPLE ON-LINE SEARCH RESULTS IN FOUR BIBLIOGRAPHIC UTILITIES..... 26
Figure 5: ANNUAL CATALOGUING WORKLOADS OF THE EIGHT PUBLIC LIBRARIES 27
Figure 6: IMPRINT DATE DISTRIBUTION OF THE RECON SAMPLE 28
Figure 7: IMPRINT DATE DISTRIBUTION AS A PERCENTAGE OF THE LIBRARY COLLECTIONS 29
Figure 8: MARC FIELD OCCURENCES IN THE SHELF LIST CARD SAMPLE 30

EXECUTIVE SUMMARY

This RECON Alternatives Study has been conducted on behalf of the Greater Vancouver Library Federation and the Greater Victoria Public Library which have made requests to the B.C. Ministry of Provincial Secretary and Government Services for funding to complete the retrospective conversion (RECON) of eight public libraries' manual catalogue files.

Among the objectives of this study are the following: (1) To estimate the alternative costs in 1980 Canadian dollars of using four bibliographic utilities to accomplish RECON; (2) To make recommendations as to which alternative should be selected and how the proposed RECON Project should be organized and managed in order to achieve the stated objectives at least cost; (3) To provide persuasive evidence that will result in securement of funding in 1981 to begin the proposed RECON Project.

The DOBIS and WLN (Batch Process) conversion alternatives are equivalent in estimated cost, and are significantly less expensive than the other four alternatives considered, with an estimated range of savings of $500,000 to $1,600,000. Both of these least expensive alternatives would include a modicum of authorities control over the access points of the RECON records.

It is recommended that the DOBIS system be used to accomplish RECON on condition that the B.C. Government has decided to fund the replication of DOBIS for the proposed British Columbia Library Network. It is further recommended that the RECON Project be centrally organized and managed as a single enterprise with a Project Review Committee to whom the Project Manager reports.

I. INTRODUCTION AND SUMMARY

"The bibliographic record is central to the organization and administration of library materials and services. Application and administration emphasizes anew the central role of the bibliographic record. Library automation essentially is bibliographic file oriented and not procedure oriented. Availability of bibliographic records in machine readable form and provisions for constant updating of volatile and frequently changing elements of these records are fundamental to successful library automation, even if difficult to attain."

Ritvars Bregzis: MACHINE READABLE BIBLIOGRAPHIC RECORDS; CRITERIA AND CREATION. Minneapolis, Minn., ERIC, 1970. P. 5

"The major impact of telecommunication devices is not the fact that they let a library access a data base rapidly and over a long distance. The major impact comes from the fact that many libraries can access a data base and interact in a cooperative mode. Thus in a cooperative cataloguing network each user can use information input by other users. In this type of system, not only are equipment and systems costs distributed among members, but also input and cataloguing costs can be shared among members."

Barbara Evans Markuson: COBICIL FINAL REPORT. Indianapolis, Indiana State library, 1974.

"There are several possible strategies of conversion that a library may use to change its files from human-readable form to machine-readable form. The choice among these techniques depends to some extent on cost, on ease of use, and on facilities available to the library. But perhaps the major factor in choosing among techniques is the goal or goals which the library would like to satisfy by having a machine-readable data base."

"THE CONVERSION OF MANUAL CATALOGUES TO COLLECTION DATA BASES." Library Technology Reports, V. I4, No. 2 (March-April, I978), p. I46.

"The investment represented by a bibliographic data base in machine-readable form is substantial. Therefore, the planning for such investment should take into account potential uses that may be several years away. Machine-readable bibliographic data bases while easy to create initially, become extremely difficult to alter later on."

Ibid, p. I46

"The motivation for a local library to convert its manual files to computer form is often as much based on staff desire to improve service to the public as it is in desire for internal administrative improvements."

Ibid, p. I62

"The content and level of quality control affect and limit the potential successful applications that can be developed with the data base."

Ibid, p. I63

A. INITIATION OF THE STUDY

On May 18, 1979, the Board of Directors of the Greater Vancouver Library Federation submitted a brief to the Honourable Hugh A. Curtis, then Minister of the Provincial Secretary and Government Services. The GVLF brief was entitled: REQUEST FOR PROVINCIAL FUNDS FOR GVLF AUTOMATION. The purpose of this 1979 brief was stated as:

> "to request funding to enable the Greater Vancouver Library Federation libraries to create a computer-produced unified data base that can be shared by any member library for development of its own automated catalogue support and/or circulation system, and also to request set-up funds for the central processing unit of a GVLF circulation system." (I)

The brief also gave recognition to the concern that the retrospective conversion of bibliographic records should be accomplished with long term as well as short term uses in mind. The brief stated that:

> "Many library functions can be assisted or carried out on an automated basis, the prerequisite being that the library have available to it a machine-readable bibliographic record of its resources. ..,Once the record is in existence, it can be used for a variety of functions, including acquisitions, budget control, serials management, cataloguing and processing, circulation, inventory control and reference." (2)

In March 1980, the Director of the British Columbia Union Catalogue was invited to sit with and advise

the recently established GVLF Automation Committee. This Committee had been established by the GVLF Board of Directors to prepare an updated funding request to the B.C. Ministry of Provincial Secretary and Government Services following the announcement of current legislation establishing the B.C. Library Automation Fund. The BCUC Director was asked to advise the Committee on the number of alternatives which should be considered by GVLF to accomplish retrospective conversion (RECON) of its member libraries' manual card catalogue records to machine-readable form. It was also assumed that this should be considered within the context of the British Columbia Union Catalogue data base development. On July 3, 1980, the GVLF Automation Committee submitted its updated brief to the Honourable Evan Wolfe, Ministry of the Provincial Secretary and Government Services. The brief noted that:

> "Several of the Federation member libraries have already begun the automation process. Richmond Public Library, Burnaby Public Library and Vancouver Public Library have joined the British Columbia Union Catalogue Project for cataloguing. North Vancouver District Public Library will join later this year. (3)

At its meeting of April 28, 1980, the GVLF Automation Committee requested that the BCUC Office prepare a RECON Alternatives Study for the GVLF Libraries. It was quickly apparent that the BCUC Office could not produce such a report to meet the GVLF June 1980 deadline for this revised submission to the Provincial Secretary. Therefore, the BCUC Director suggested that GVLF use estimated RECON unit costs for using the Batch CAISS service of the University of Toronto Library Automation Systems. This system had been used by the BCUC College and Institute member libraries at an experienced conversion cost of $2.008 per bibliographic record in 1978/79.(4) Meanwhile it was

hoped that in the course of the study, the BCUC Office would uncover a less expensive alternative.

On May 5, 1980, the BCUC Executive Committee approved the GVLF request to have the BCUC Office conduct the RECON Alternatives Study. Further, the Greater Victoria Public Library, which was in the process of joining BCUC, requested that it be included in this study because it too wished to obtain funding from the Provincial Secretary to accomplish RECON of its manual card catalogue files. This was also approved by the BCUC Exuctive Committee.

B. PURPOSE OF THE STUDY

In summary, the GVLF Libraries and Greater Victoria Public Library have made requests to the B.C. Ministry of Provincial Secretary and Government Services for funding to complete retrospective conversion of eight British Columbia public libraries' catalogue files (see figure 2). The purpose of this study may be stated as follows:

1. To estimate the alternative costs in 1980 Canadian dollars of using four bibliographic utilities to retrospectively convert eight public libraries' card catalogues.

2. To provide the means for this RECON bibliographic data to be integrated with the British Columbia Union Catalogue data base so that the information is available for use by all libraries in British Columbia.

3. To determine the objectives and goals which this RECON effort will need to satisfy in order that the most appropriate methodology may be selected.

4. To make recommendations as to which alternative should be selected and how the proposed RECON Project should be organized and managed so as best to accomplish the stated objectives at least cost.

5. To provide persuasive evidence that will result in the securement of funding to go forward with the proposed RECON Project during 1981.

C. RECON GOALS AND OBJECTIVES

The GVLF Requests for Provincial funding recognize that the retrospective conversion of eye-readable bibliographic records into machine-readable records can serve multiple functions such as: cataloguing, circulation control, serials management, acquisitions, etc. The GVLF Libraries have identified two short term needs for RECON:

(i) to create data records for cataloguing support.

(ii) to create data records for on-line, mini-computer based, inventory circulation systems.

The two briefs also state that another objective is to create a shared data base in such a manner as to permit record and resource sharing

between the GVLF libraries, and by extension, to the Province as a whole. Specifically, there was a stated desire that the GVLF development be consistent with and compatible to the British Columbia Union Catalogue and proposed British Columbia Library Network Development. In reviewing the various GVLF, BCUC, and other documents on RECON and the creation and use of library data bases, the following list of goals and objectives has been developed for the proposed RECON Project:

1. Where feasible, to utilize an existing full-standard MARC record in order to:
   a. upgrade existing bibliographic records
   b. minimize keying and labor costs
   c. provide a high quality data base that can be used in the long term to support multiple library service functions.

2. To limit the size of the RECON workload by insuring that ongoing cataloguing activities result in the routine creation of data base records.

3. To minimize the elapsed time to complete the RECON Project so the GVLF libraries currently implementing on-line circulation systems are able to obtain a subset of the RECON data base when it is needed for their circulation systems.

4. To integrate the RECON records with the BCUC data base so as to provide maximum access to:
   a. GVLF member libraries
   b. BCUC member libraries

c. Other libraries in British Columbia
d. Other libraries in Canada

5. To provide bibliographic records for cataloguing support in the following areas:
   a. catalogue information for techincal services use
   b. catalogue information for public use
   c. special displays of bibliographic information (i.e., special bibliographies, subject lists, new books lists, etc.)
   d. process control information for technical services activities.

D. RELATIONSHIP TO THE BRITISH COLUMBIA UNION CATALOGUE

Since September 1977, the British Columbia Union Catalogue has been in the process of creating a province-wide library bibliographic data base. As of December, 1980, the B.C. Union Catalogue has twenty-nine member libraries (four of the eight GVLF libraries are currently members of BCUC as is Greater Victoria Public Library). The BCUC data base currently stands at over one million records and is growing at the rate of 300,000 records per year. The British Columbia Union Catalogue was originally proposed as a development to be sponsored by the Library Development Commission under the Ministry of Provincial Secretary and Government Services.(5) But funding was forthcoming initially from the Ministry of Education. As a result, all academic libraries were encouraged to participate in the BC Union Catalogue; but to date there has been no provincial funding to encourage public libraries to join and utilize the

B.C. Union Catalogue. In 1978/79, the Ministry of Education provided $1,090,210 to fifteen B.C. college and institute libraries to convert approximately 545,000 bibliographic records using the services of the University of Toronto Library Automation Systems. Between 1978/79 and 1980/81, the Ministry of Education has also granted a total of $2,181,220 to the three B.C. University Libraries for RECON activities. (6) Similar funding to induce public libraries' participation has yet to be forthcoming from the Provincial Secretary. It is hoped that this study will help to redress the balance. Thus far, eighteen of the BCUC member libraries have engaged in retrospective conversion processes over the last three years. In addition, the BCUC Office organized and coordinated the RECON Project for the fifteen college and institute libraries. The project was successfully completed within budget.

It is fitting that the B.C. Union Catalogue be involved in the RECON Project for GVLF Libraries and Greater Victoria Public Library. The specific objectives of the B.C. Union Catalogue are:

1. To establish and maintain a standard, integrated bibliographic data base for use by the B.C. library and library users community.

2. To provide for the implementation of on-line shared cataloguing support services to member libraries as a major means of building and maintaining the British Columbia bibliographic data base.

3. To conduct research studies and to provide

for the development and implementation of new or improved computer and data communications technology applications and information services based upon utilization of the BCUC data base and the coordination of the member libraries activities and sharing of resources.

4. To implement new computer and data communications technology applications in a planned, coordinated, and integrated manner which will eliminate unnecessary duplication of effort and resources between various government and institutional library jurisdictions that provide library information services to the citizens of British Columbia.(7)

Thus it is appropriate that BCUC produce this study and have active involvement in the proposed RECON Project for GVLF Libraries and Greater Victoria Public Library.

E. METHODS AND APPROACH

1. BASIC ALTERNATIVES

There are two basic alternatives which a library may use to convert its card catalogue records to machine-readable form:

a. The library may create its data base by coding and keying the records using any type of input device: OCR, key-to-tape, etc.

b. Or, the records may be converted in relationship to an existing data base which

is maintained by a library network and/or bibliographic utility.

The first alternative is most often considered in the single library conversion project context. This approach allows the individual library a maximum of freedom in defining what it will do and how it will accomplish it. Increasingly, this approach is confined to a single purpose conversion project such as the creation of an inventory circulation system data base. Almost any record may be defined on a unilateral basis without regard to what other libraries are doing. The record standard is thus defined unique to one library's particular requirements. Usually, the library elects to minimize its costs by defining a simple and short data record which contains only a subset of the information typically found on a library catalogue card.

Since the mid-1970's, libraries have had access to a second alternative method of accomplishing the retrospective conversion of their card catalogue files. This approach enables libraries to reduce labor requirements for conversion, which are a prime ingredient of RECON costs. This is done via the sharing of bibliographic records and their creation between libraries. This second alternative became possible only after large, standard MARC-record data bases were established and maintained by on-line library networks and bibliographic utilities. This second alternative does place limitations on what an individual library may or may not do. Usually, the library must adhere to a minimum RECON standard defined by the library network.

The second alternative involves searching the

data base (in either a batch or on-line mode) for a pre-existing bibliographic record. If a match or "hit" is obtained, then up to 100 characters of local library information is usually attached to the hit record. When a hit is not obtained, then the full record must be coded and keyed and entered into the data base as a new record. The full MARC record generally averages about 600 characters. A third possibility also happens where a similar record for an alternate edition of the same work is retrieved. In this event, the converting library may save considerable time and keystrokes by reading a copy of the retrieved record into a working file and modifying it to fit the variant edition and then filing the modified record into the utility data base as a new record.

To illustrate the potential savings of the second alternative over the first, an example will be drawn from this study. For instance, the keystroke workload and hence the labor requirements may be reduced as follows:

Alternative a

If one were to fully code and key the estimated 1,091,200 records of the eight B.C. public libraries, then one would face the following keystroke workload:

1,091,200 records X 600 Characters= 654,720,000 keystrokes

In addition, more labor would be involved in the coding of the one million plus records which would add another 33% to the total labor requirement. If the records were also key veri-

field then the keystroke count would amount to over 1.3 billion.

ALTERNATIVE b

For purposes of contrast, the proposed NLC CISTI DOBIS conversion alternative will be used.

DOBIS KEYSTROKE ESTIMATE (Altn. b)	Keystrokes
(1) On line-search overhead	
1,091,200 records X 30 characters	=32,736,000
(2) HITS: 927,200 records X 100 characters	=92,720,000
(3) MODS: 42,000 records X 200 characters	= 8,400,000
(4) ORIGS:122,000 records X 600 characters	=73,200,000
Altn b. (DOBIS) keystroke workload	=207,056,000

Savings of alternative b over a:

(1) 447,664,000 fewer keystrokes
(2) 969,200 fewer records coded prior to input
(3) For an estimated 76% reduction in labor requirements. (i.e., reduction in keystrokes and record coding)

Of course a library which could only contemplate "alternative a" as its method of conversion would be more likely to compromise on the length of the record converted. This would reduce the keystroke and coding workload, but would also decrease the utility of the record. In the multi-use, multi-library conversion project environment, alternative b becomes the preferred alternative for accomplishing RECON.

2. RECON ENVIRONMENT OF THE GREATER VANCOUVER LIBRARY FEDERATION AND GREATER VICTORIA PUBLIC LIBRARY

Use of an on-line bibliographic utility to accomplish RECON offers a number of advantages within the GVLF and GVPL catalogue records environment. First of all, most of the libraries' shelf list cards lack numeric keys such as ISBN's and LCCN's which are typically used for batch mode conversion projects. An on-line access by the author, title, and author-title is the only way that these public libraries' shelf list records may be matched readily against an existing MARC data base. Also, typically, the shelf list records are much scantier than the main entry record. In order to minimize handling of catalogue cards it would be convenient to be able to find and retrieve the required data base record by using the abbreviated shelf list card. Only the "no-hits" would thus have to be retrieved from the public library's official catalogue. Use of an on-line utility data base with multiple access keys and browsing capabilities will permit this procedure to be followed.

Another overriding concern in the organization of the RECON Project is the fact that there is a 67% overlap between the eight public libraries' files (SEE figure 3). Thus, if the records are loaded into the data base in an on-line mode, all duplicated effort in the overlapped records can be eliminated. It is possible to achieve this in a batch mode conversion environment but the logistics become much more complicated and the elapsed time increases because batches must be loaded according to a rigid schedule. The BCUC Office experience with a combined

batch-mode, on-line conversion effort would not recommend this methodology.(8) Use of an all on-line methodology will minimize staff effort as well as provide the quickest result.

It was therefore determined to consider the use of four on-line bibliographic utilities to accomplish the RECON effort. In addition, both the Washington Library Network and the University of Toronto Library Automation Systems do support some batch-mode conversion activity. These methods were also estimated to see if there was a significant enough cost difference to justify putting up with the inconveniences of batch mode conversion. In order to complete the detailed cost estimates for the basic four alternative RECON methods, it was necessary to design and conduct a sample of the eight B.C. public libraries' manual card catalogues. This sample then had to be searched against the libraries' files to determine overlap as well against the four bibliographic utilities' data bases to determine hit rates. The design and conduct of the sample is described in the next section.

2. SAMPLING METHODOLOGY

a. SELECTION OF THE SAMPLE

The sample consisted of 1089 records drawn from the shelf lists at the libraries of the Greater Vancouver Library Federation and the Greater Victoria Public Library. The sampling technique is based on an approach developed by Blackwell North America Inc. and is basically identical to that used by Lesley LeMarquand in her analysis of hit rates, quality of catalogue records and other factors related to the OCLC, BALLOTS and University of Toronto data bases (SEE PECON BIBLIOGRAPHY, item #7.)

Essentially the sampling methodology consists of measuring the length of occupied shelf list drawers and dividing the resultant figure by the targeted number of sample records. This calculation provides the systematic interval used to pull the sample records. The sample derived in this manner formed the basis of the data base search comparison and the overlap tally. The primary objective of the sample selection is to obtain the desired number of items (approximately 1100) with the appropriate proportion of this sample representative of each library collection.

The actual drawing of the sample from the shelf lists was carried out by the libraries themselves based on detailed instructions provided by the BCUC Office. A letter of notification of the impending work, requesting cooperation from all cataloguing departments was sent to the library directors (Appendix C). This was immediately followed by the mailing of sampling procedures to heads of catalogue departments.

16. RECON ALTERNATIVES

The libraries were requested to carry out the following procedures designed to determine the length of the shelf list and the number of titles per two inch segments for 15 randomly chosen groupings:

1. Measure entire shelf list (in inches) as accurately as possible and report this figure to BCUC.
2. Divide the total length of the shelf list (Step 1) by 15. The resulting figure is the sampling interval.
3. Go back to the beginning of the shelf list and, using the figure from Step 2, measure off 15 segments, placing a marker at each interval. For example, if, in dividing the total length of the shelf list by 15 (Step 2), the interval obtained is 100 inches, then, starting from the beginning of the shelf list, measure 100 inches and place a marker in the spot. Measure a further 100 inches from the first marker and place a second marker. Repeat this step until you have marked 15 intervals in the shelf list.
4. Go back to the first marker and, squeezing the cards firmly, measure 2 inches from the marker. It is important that constant pressure is used when measuring the 2 inch segments.
5. Pull the 2 inches from the shelf list and count the number of unique titles in the group. Repeat Steps 4 and 5 for the remaining markers.
6. Total the number of unique titles per 2 inch segments and report the total number of unique titles per 30 inches to BCUC.

On the basis of the data reported to the BCUC Office the Sample Size table (Appendix C) was

completed. This indicated the sample sizes and intervals to be used by individual libraries in the subsequent drawing of the sample items. Calculations to determine sample sizes and systematic intervals were made as follows:

1. Total titles were calculated for each library
   a. Total length in inches was multiplied by the title count for 30 inches.
   b. The resulting figure was divided by 30.
2. Calculated title counts for all libraries were totaled.
3. Individual libraries' sample percent was calculated by dividing each individual title count ("b"above) by the total of all counts ("2"above)
4. Library sample sizes were determined by multiplying each sample percent by 1089 (total sample size).
5. Sampling intervals in titles was calculated by dividing total titles per institution by the sample size.
6. Intervals were then converted to inches (from titles) by calculating the total titles per inch (total titles per 30 inches divided by 30) and dividing this figure into the title interval count.

Letters (Appendix C) were then sent to head cataloguers in the institutions, requesting that a specified number of shelf list items be drawn according to the instructions contained in the accompanying Shelf List Sampling Procedures (Appendix). The sample was drawn from the shelf lists using the following procedure.

RECON ALTERNATIVES

Use the following list of random numbers as indicated:

6
6
1
7
9

1. Use the first random number (6) and measure in that number of inches from the front of the first tray to be sampled. Pick the card most closely identified by that measurement and count 5 cards past it, and then sample the item as directed by Section III (reposition yourself to the first card of a multicard set if required).
2. To find the next sampled element measure the distance of one systematic interval from the current sample and count 5 cards further. Assume the cards are in a continuous sequence and disregard their division into separate drawers; when the end of a drawer is reached any remaining fractions of the measurement should be continued to the next drawer.
3. Continuing sampling (using Step 2) for 100 items or until you reach your required sample size (if less than 100 items). If your sample is over 100 items, select a new starting point (for each group of 100 sampled items) by using the next random number on the list and measure in that number of inches from the 100th item sampled. Repeat Steps 1,2, and 3 until you reach your required sample size, remembering to select a new starting point for each group of 100 sampled items. The starting points will therefore be:

   6 in. for the 1st 100 items

6 in. for the 2nd 100 items
1 in. for the 3rd 100 items
7 in. for the 4th 100 items
9 in. for the last 100 items

Always use the systematic interval as the distance between successive samples. If you reach the end of the shelf list before having chosen the number of items requested, contact Marie McKee in the BCUC Office.

Sample items were divided into batches of 25 and assigned a sequential batch number. This number was recorded on every item in the batch as well as the Batch Number Control Log (Appendix C) Batch Control Sheet (Appendix C) accompanied each batch throughout subsequential searching and tallying activities. Batched data was returned to the BCUC Office for searching.

b. SEARCHING THE SAMPLE

Four data bases were searched for comparison in this study, the Washington Library Network (WLN), University of Toronto Library Automation System (UTLAS), the National Library version of DOBIS (NL/DOBIS), and OCLC. The complete sample of 1089 records was searched first on WLN. Then a subsample was selected consisting of records that were not found in the WLN data base (no hits) and those records that matched with a WLN contributed record. There were 405 such records. These were searched on UTLAS, NL/DOBIS, and OCLC. Records that matched with LC MARC records in the WLN data base were not searched again in the other three data bases. It was assumed that since all four bibliographic utilities received LC MARC tapes, the same LC records would be held by all of them.

The same search procedure was followed for all four data bases. The searching was done by BCUC staff on WLN and UTLAS since terminals for these systems were available in the BCUC Office. Arrangements were made with the National Library and the OCLC Western Office in San Francisco for the sample to be searched on site by their respective staff. A photocopy of the sample and a covering letter describing in detail the procedure to follow in searching was sent to these two sites.

The search keys differed slightly with each data base. All four were accessed by LC number or ISBN whenever available but a search by title or a combined author/title search varied in structure.

In the OCLC system, the searcher is required to construct a search key with a maximum of four characters per segment . For example, a title search key is made up of the first three letters of the first word in the title, first two letters of the second word, the first two letters of the third word, and the first letter of the fourth word. Each segment of letters are separated by a comma. The search keys used are shown below:

Type of Search	Form of Search Key
Author	4,3,1
Author/Title	4,4
Title	3,2,2,1

For WLN, the search keys used consisted of keyword in title, combined author/title boolean search, and search by author. In the case of UTLAS, the search was done by Prccise title and "Browsable Access". For NL/DOBIS, keyword in title and an author search was used.

The search strategy remained the same for all four data bases. Search keys were selected by their ability to retrieve the least number of records. Thus, numeric identities were used whenever possible since LC numbers and ISBN's are in theory unique to only one bibliographic record. If these numbers were not available, then the search was done by title, if necessary then by a combined author/title search where possible, and finally, by author.

A data base search tally sheet (Appendix C) was attached to each batch. On the form the following information was required:

1. Whether or not the record was found in the data base;
2. If found the source of the record
    a. LC MARC
    b. CANMARC
    c. BCUC Contributed (UTLAS)
    d. Other contributed
3. Whether the record was an exact match or a match with modification required.

For purposes of the study, a record was considered an exact match if it described the same bibliographic item, that is, author, title, publisher, publication date, and collation were identical. If the title and author match but one or all of the other data elements differed, it was considered a match with modification. This information was gathered for all data bases.

The results for each data base were then totaled and transcribed onto a data base search summary sheet (Appendix C). The figures from the search summary sheet for the individual data bases were then charted onto a data base search summary sheet for all data bases (Appendix C).

c. OVERLAP TALLY

The tallying procedure was designed to determine the extent to which the libraries' sampled holdings overlap. Overlap information was obtained for all libraries in the study.

The entire sample as represented by shelf list cards was matched against the catalogues of all GVLF libraries. The "official catalogue" was used in those libraries where present. Otherwise the public catalogue was consulted.

The batches from the individual libraries were disassembled and sorted into one sequence by main entry. In cases of duplicate main entry the records were sub-sorted by title, edition and publishing date.

The degree of overlap was determined by searching the entire sample against the library catalogues. This work was carried out by BCUC staff. A photocopy of the sample was sent to Greater Victoria Public Library to be searched by GVPL staff.

In searching the catalogues it was also noted whether the record found was an exact match or a match with modifications required. The criteria used to determine a match was the same as outlined above in the data base search procedure.

The results of the search were then summarized on the Overlap Tally Sheet (Appendix C) on which was recorded the number of libraries holding a specific title. A final grand summary was recorded on a Grand Overlap Summary Sheet.

Figure 1: COST COMPARISON SUMMARY OF RECON ALTERNATIVES

Total Records Converted: 1,091,200

CATEGORIES OF EXPENDITURES	ESTIMATED EXPENDITURES IN 1980 Canadian Dollars					
	DOBIS	WLN BATCH	OCLC	UTLAS BATCH	UTLAS ON-LINE	WLN ON-LINE
Staff Expenditures	640,460	622,360	526,920	954,930	688,700	622,360
Data Communications	79,750	36,600	66,000	96,020	195,240	36,600
Computer Equipment	203,770	152,470	193,760	98,680	78,760	147,240
Utility Charges	441,760	435,570	1,006,100	736,110	1,171,130	1,934,820
Administrative Overhead	293,450	292,100	316,100	356,600	377,850	426,100
Equipment Salvage	(146,100)	(59,470)	(101,000)	(7,500)	(7,500)	(80,950)
Data Transfer Cost	Nil	38,300	31,700	86,050	86,050	38,300
NET EXPENDITURES	$1,513,090	$1,517,930	$2,039,580	$2,320,890	$2,590,230	$3,124,470
Per Record Cost	$1.39	$1.39	$1.87	$2.12	$2.37	$2.86
CONVERSION WITH AUTHORITIES CONTROL	YES	YES	NO	NO	NO	YES

Figure 2: TOTAL BIBLIOGRAPHIC RECORDS HELD BY EIGHT B.C. PUBLIC LIBRARIES

(Based upon a sample of library shelf lists made in May 1980)

Library	Estimated Catalogue Records
1. Burnaby Public Library	122,570
2. New Westminster Public Library	122,460
3. North Vancouver City Library	79,630
4. North Vancouver District Library	69,770
5. Port Moody Public Library	32,570
6. Vancouver Public Library	399,010
7. West Vancouver Public Library	99,010
8. Greater Victoria Public Library	166,180
Total Bibliographic Records Held	1,091,200

Figure 3: ESTIMATED UNIQUE BIBLIOGRAPHIC RECORDS

Number of Records in the Shelf List Sample	Number of Libraries Holding the Same Record	Total Catalogue Records Found from S.L. Sample	Percent of Total	Estimated Total Records Each Category	Estimated Unique Bibliographic Records
352	1	352	.10807	117,926	117,926
200	2	400	.12281	134,010	67,005
163	3	489	.15014	163,833	54,611
133	4	532	.16334	178,236	44,559
76	5	380	.11667	127,310	25,462
81	6	486	.14922	162,829	27,138
54	7	378	.11606	126,644	18,092
30	8	240	.07369	80,410	10,051
1,089		3,257	1.00000	1,091,198	364,844

Estimated proportion of files composed of unique bibliographic records: .33435

Figure 4: SAMPLE ON-LINE SEARCH RESULTS IN FOUR BIBLIOGRAPHIC UTILITIES

System Data Base	Exact Matches (Hits)	Similar Records Retrieved	No Hits	Total Records
DOBIS	600	125	364	1,089
OCLC, Inc.	838	182	69	1,089
UTLAS	692	184	213	1,089
WLN	700	146	243	1,089

Note: The samples were drawn from the eight libraries shelf lists in May 1980. The on-line searches were conducted June-August 1980.

Figure 5: ANNUAL CATALOGUING WORKLOADS OF THE EIGHT PUBLIC LIBRARIES

	New Titles per Year
A. Libraries using UTLAS	
1. Burnaby Public Library	14,000
2. Greater Victoria Public Library	12,000
Subtotal titles/year	26,000
B. Libraries Doing Manual Cataloguing	
1. New Westminster Public Library	7,500
2. North Vancouver City Library	5,500
3. North Vancouver District Library	5,300
4. Port Moody Public Library	2,900
5. Vancouver Public Library	20,000
6. West Vancouver Memorial Library	11,000
Subtotal titles/year	52,200

IMPRINT DATE DISTRIBUTION OF THE RECON SAMPLE

1980	2	1963	15	1946	4		
1979	25	1962	20	1945	1	1970-1980 =	48%
1978	40	1961	21	1944	2	1960-1969 =	27%
1977	53	1960	26	1943	3	1950-1959 =	12%
1976	75	1959	15	1942	4	Pre 1950 =	13%
1975	58	1958	12	1941	2		
1974	75	1957	12	1940	1		
1973	56	1956	22	1930-39	22		
1972	43	1955	18	1920-29	11		
1971	42	1954	8	1910-19	5		
1970	49	1953	7	1900-09	8		
1969	36	1952	12	1850-1899	6		
1968	39	1951	6	1800-1849	1		
1967	48	1950	17				
1966	40	1949	10	No date or open entry	53		
1965	34	1948	6				
1964	18	1947	6	Total Sample	1,089		

Figure 7: IMPRINT DATE DISTRIBUTION AS A PERCENTAGE OF THE LIBRARY COLLECTION

Library	1970-80	1960-69	1950-59	Pre 1950
Burnaby	58%	29%	10%	4%
New Westminster	45%	32%	13%	10%
North Van City	69%	20%	8%	3%
North Van District	55%	33%	9%	3%
Port Moody	61%	24%	9%	6%
Vancouver	43%	28%	14%	15%
West Van	55%	29%	9%	7%
Greater Victoria	49%	30%	6%	15%

Figure 8: MARC FIELD OCCURENCES IN THE SHELF LIST CARD SAMPLE

Sample Size: 1,089 shelf list cards

MARC TAG	DESCRIPTION	NUMBER	PERCENT OF SAMPLE
010	LC Number	406	37%
020	ISBN	221	20%
1XX	Name Main Entries	1,031	95%
240	Uniform Titles	1	
245	Bibliographic Titles	1,089	100%
250	Edition Statement	92	8%
260	Imprint	1,055	97%
300	Collation	786	72%
4XX	Series Note	132	12%
5XX	Notes	258	24%
7XX-8XX	Added Entries	588	54%
6XX	Subject Headings	525	48%

F. PRINCIPAL RESULTS

1. SHELF LIST SAMPLE

As of May 1980, when the shelf list sample was conducted, there were an estimated 1,091,200 bibliographic shelf list records in the eight B.C. public libraries' card catalogues. (SEE figure 2) Six of these eight libraries have not to date implemented on-line cataloguing support for their current book accessions, so that the RECON workload is growing at an estimated 52,200 records per year. (SEE figure 5) It is further estimated that only 365,000 records (or 33%) represent unique bibliographic items. (SEE figure 3)

The sample also indicates that less than 20% of the books in the eight public libraries' collections were published within the last five years. Over one-half of the books would appear to be over ten years old. (SEE figure 6) This would tend to confirm that the libraries would derive long term benefits from the converted bibliographic records. Some librarians have suggested that most of these libraries' collections typically turn over once every five years; and therefore retrospective conversion would represent a large expenditure outlay for only short term benefits. An alternative strategy suggested by this assumption would be to do current cataloguing on-line and in five years the whole collection would be "converted". The collections' age distribution as portrayed by the sample does not support such an argument.

One of the other most important findings is the 67% overlap in the eight libraries' holdings. Given this overlap, there are significant unit cost savings

to be realized through a project which converts all of the libraries' files over a short period (one and one-half to two years) on a shared cataloguing data base. The significance of this file overlap is further demonstrated in the next section which discusses the data base hit rates in the four utility data bases against which the shelf list sample was searched.

2. DATA BASE HIT RATES

It is often assumed that the data base hit rate is the major determining factor in the cost of retrospective conversion. It is true that there is an inverse relationship between the data base hit rate and labour costs. Labour costs typically run 40-50% of a RECON Project's total cost. However, in the specific case under discussion, where eight public libraries' files are to be converted together and there is a 67% overlap in the bibliographic records between the files, then the differentials between the utilities' hit rates are swamped by the overlap. This may be demonstrated in the following chart :

UTILITY	Data Base Sample Hit Rate	Adjusted Hit Rate (Including File Overlap)
OCLC, Inc.	94%	98%
UTLAS (ON-LINE)	80%	93%
WLN	78%	93%
*UTLAS (BATCH)	80%	80%*
DOBIS	67%	89%

*Note: As explained in Section V of this report, UTLAS has not to date been able to supply a quick enough turn around time on BATCH CATSS

to enable libraries to share in original record input.

It should be remembered that unusually high costs experienced in other areas, such as the utility service charges can off-set differential labor savings. For instance, the estimated labor expenditures for the OCLC RECON alternative are $113,540 less than the DOBIS RECON labor expenditures. This is due largely to the difference in the hit rates of the two data bases. However, the OCLC utility charges are estimated to be $564,340 more expensive than the DOBIS utility charges.

3. COST COMPARISON OF THE ALTERNATIVES

See Figure 1 for a summary of the estimated costs of the six RECON alternatives which are considered in this study.

The DOBIS and WLN (BATCH Process) conversion alternatives are equivalent in cost, and are significantly less expensive than the other four alternatives with an estimated range of savings of $500,000 to $1,600,000. At the time this study was initiated, it was not known which system (DOBIS or WLN) the B.C. Union Catalogue would select for replication. It was believed that if WLN and DOBIS proved to be the most cost effective alternative to accomplish RECON, then there would be significant advantages to using the utility whose system BCUC had selected to replicate. In July 1980, the BCUC consortium decided upon DOBIS. This recommendation was accepted by the Replication Study's Project Review Committee in August 1980. In June, WLN had offered to support the public libraries RECON Project within the context

of BCUC replicating the WLN System in British Columbia. The National Library of Canada has attached conditions to its support of the RECON Project. (SEE Appendix A)

OCLC came out as the third least expensive alternative. It might be possible to negotiate a lower per title utility charge, but this should not be pursued unless the two less expensive alternatives cannot be used.

UTLAS has maintained that it is not significantly cheaper to do RECON using Batch CATSS than using their on-line CATSS. This study shows an estimated $274,600 cost savings or about 11% cost differential. Batch CATSS would have been significantly cheaper if the public libraries' shelf list cards had contained more ISBN's and LCCN's because most of the records would not have had to be searched on-line prior to batch input. Also Batch CATSS costs would be coniderably reduced if UTLAS could guarantee a better turnaround time on the batch submissions.

The WLN On-Line alternative is the most expensive; but WLN would not, as a matter of policy, suggest that libraries do RECON in this mode. WLN has made special arrangements to accommodate RECON with batch mode support and an attractive pricing policy for those libraries which elect to do RECON in that matter.

G. RECOMMENDED PLAN

1. GENERAL CONSIDERATIONS

It is recommended that the DOBIS system be used to accomplish the eight public libraries' RECON on condition that the B.C. Government is funding the replication of DOBIS for the proposed B.C. Library Network.

The above condition must be attached to this basic recommendation because:

a. The National Library of Canada requires this to be able to lend its support to such an undertaking (See Appendix A) It will provide RECON support only within the "context of its plans to enrich the Canadian Union Catalogue with B.C. library holdings and to promote a decentralized Library and Information Network in Canada."

b. In addition the BC Union Catalogue consortium would not support any RECON process which would have the effect of splitting the union catalogue and making access to all records difficult. If BCUC was proceeding with replication then there would be assurance that the records resided in one data base for use by all B.C. libraries.

The eight B.C. public libraries and the Ministry of Provincial Secretary need to make a number of decisions about their commitments to accomplishing RECON, the timing and sequence of events, and the allocation of funds before a more specific plan for RECON can be devised. However, the information provided in this study should make such an exercise

relatively easy to accomplish.

If decision to replicate DOBIS is obtained prior to a decision to proceed with retrospective conversion, it might be possible to establish the BCLN-DOBIS facility before most of the RECON for the eight public libraries is undertaken. There are a number of reasons why it would be preferable to accomplish the RECON Project in-Province on the BCLN-DOBIS facility:

a. It would lessen the demand made upon the use of the National Library's DOBIS facility staff and other resources. There may be a potential conflict in resource demands to support RECON at the expense of getting on with the BCLN DOBIS replication.

b. If replication were done first, and RECON then performed on the BCLN DOBIS facility, then approximately $500,000 of the RECON allocation would be spent in-Province in direct support of the BCLN facility. The National Library would not obtain any financial benefit from its own DOBIS service charges. The money it collects goes directly into the federal treasury and thus is not available to support its own utility undertakings. Thus, the funds which it would collect from the B.C. public libraries' RECON effort could not be used to support the BCUC-BCLN replication needs. The point being made here is that the funds might be more usefully expended in B.C.

c. Another advantage of performing the RECON on the BCLN DOBIS facility would be the elimination of the need to split the BCUC data base on a temporary basis and avoidance of the need to transfer approximately 1,091,200 holdings and 365,000 bibliographic records. Such a transfer is not a trivial exercise. Furthermore, BCUC has not yet decided upon which strategy it will utilize for transfer of the BCUC data base and what will be the BCLN data base architecture. This information will be available in March 1981.

Nevertheless, the issue of timing may need to be resolved such that the NLC DOBIS facility be utilized. If only one or two public libraries were ready to commit themselves to RECON in 1981/82, then a considerably scaled down RECON Project could be initiated with the National Library of Canada; and the remainder of the RECON Project subsequently be performed on the newly implemented BCLN DOBIS facility. One possible disadvantage of delaying RECON would be the inroads made on the funding by inflation, unless the Ministry of Provincial Secretary were to allocate the funds to the Project Management so they could be invested and accumulate interest.

The BCUC Office cannot make any further commitments for involvement with the proposed RECON Project without the approval of the BCUC Management Committee and the B.C. Management Advisory Council. These are two other sets of decision makers who should be consulted.

2. PROJECT MANAGEMENT AND ORGANIZATION

The cost estimates were prepared on the basis that the public libraries' RECON Project would be centrally organized and managed as a single enterprise. There are considerable savings to be realized in data communications, computer equipment, and staff training and supervision.

It is recommended that serious consideration be given to the BCUC Office taking on the Project Management. The BCUC Office has the mandate for this sort of undertaking and also has the institutional setting that would make it possible. The BCUC Office is an academic department of Vancouver Community College. Vancouver Community College is in a position to provide funds accountability and administrative support services (personnel, accounting reports, purchasing, etc.). The Project Office would gain needed experience with the DOBIS System. In addition, the National Library would expect to deal with the BCUC Office. It does not want to deal with a number of disparate users. The RECON Project Management would be expected to provide most of the network services support and trouble shooting. BCUC also has a concern that its bibliographic standards be followed. It is doubtful that any one municipality and GVLF library would be willing to manage the RECON Project on behalf of the other seven public libraries. The GVLF Office would be a possibility.

It is further recommended that the RECON Project Manager be aided by a Project Review Committee. This Committee should be kept fairly small so that it could meet easily to advise the Project Manager. Membership of the Committee should represent needed

technical skills as well as provide that institutional interests are represented. The affected public libraries should be represented as well as BCUC and GVLF.

H. OTHER RECOMMENDATIONS

1. It is recommended that the Ministry of Provincial Secretary and Government Services fund the retrospective conversion of the eight B.C. public libraries' manual catalogue files and provide a fixed amount of start-up funding so that six of the eight libraries join the British Columbia Union Catalogue and implement the DOBIS system for all current and ongoing cataloguing.

   It is appropriate that the Ministry of Provincial Secretary fund RECON and provide a start-up grant because:

   a. The individual public libraries do not have the resources in their operating budgets to fund this activity.

   b. This is a one-time grant from the Provincial Government meant to encourage a cooperative library development.

   c. As proposed, this activity will benefit not only the individual public libraries but also other B.C. libraries.

2. It is recommended that those libraries which have not yet done so, join BCUC and implement the DOBIS system for their current cataloguing.

   RECON cannot be limited to a one time project until all current and future cataloguing is routinely entered on the BCUC data base. The annual on-line cataloguing cost (exclusive of labor and administrative overhead) has been projected in sections VIII and

IX of this report for use of DOBIS and UTLAS. DOBIS is more expensive due to the special requirements of the National Library. It would be appropriate for the Provincial Secretary to fund the purchase of the data terminals for current cataloguing plus the two network support salaries until DOBIS replication was accomplished. DOBIS is preferred over UTLAS for the six libraries which haven't yet implemented an on-line catalogue support system because they will have direct access to their RECON records and will have to learn only one system. In addition, the BCUC Office would begin to obtain operational experience using DOBIS if this were done prior to replication.

3. It is recommended that all computer equipment and furniture which is purchased on behalf of the RECON Project be turned over to the British Columbia Library Network at termination of the Project.

The salvage value of such equipment should be utilized on behalf of the B.C. Library Network and regarded as part of the start-up allocation to be made by the B.C. Government.

II. NLC DOBIS CONVERSION ESTIMATE

A. INTRODUCTION

As mentioned earlier in this STUDY, it would be preferable for the Public Libraries RECON Project to be done in-Province on the replicated BCLN DOBIS facility. However, if this is not implemented quickly enough, then it would be possible to utilize the NLC DOBIS facility under certain conditions.

Since early 1980, the National Library of Canada and CISTI have jointly managed the Government DOBIS facility as an ongoing federal operation. The DOBIS facility is meant to support the various needs of the two national libraries including such activities as the maintenance of the National Union Catalogue of Books, the National Union List of Serials, and the various Can MARC related services. In addition, the second major purpose of the Government DOBIS is to support a federal libraries network. Government DOBIS is not generally meant to offer direct library network services to Canadian Libraries such as UTLAS does. However, the National Library is committed to encouraging the development of a nationwide distributed bibliographic network.

When the BCUC Office approached the National Library with the idea that it might support the Public Libraries RECON Project, the National Library replied that this would be considered only within the context of BCUC's replication of the NLC version of DOBIS. That is, the Project would only be considered as ancillary to the process of replicating the NLC version of DOBIS and only until such time as the BCLN DOBIS facility was operational. Furthermore it

II. NLC DOBIS CONVERSION ESTIMATE

would only be permitted on condition that BCUC provide human resources in Ottawa so that the regular NLC/CISTI DOBIS staff resources were not utilized. A further benefit of such an arrangement would be that BCUC would begin to build up staff expertise at the Senior Systems Analyst and Senior Systems Librarian level. (Further details are provided in pt. VIII and Appendix A).

The DOBIS System is designed to eliminate the keying of redundant data as well as eliminating the storage of redundant data elements. In addition, consistency of catalogue record heading access points is assured as part of the on-line retrospective conversion process. One may distinguish three basic conversion processes depending upon the type of information retrieved on a bibliographic search:

II. NLC DOBIS CONVERSION ESTIMATE

1. ADDS

In this process the data base is searched for a specific bibliographic record and an exact match or "hit" is found. An algorithm must be defined for what constitutes a hit. That is, certain fields or tags must match, such as: author, title, edition/date of publication, and collation. In the event of a match or hit, the terminal operator would merely "add" the local library's holdings information to the record already in the data base. For public libraries this might consist of call number and NUC symbol only, rather than the physical inventory of copies, volumes, and sublocations.

2. MODS

In this process the data base search retrieves a similar but not exact bibliographic record match. DOBIS permits the operator to "re-file" a copy of the record as a "new" record. Certain fixed field information such as ISBN and LCCN are removed from the new record. The terminal operator then modifies this record to match the manual record being converted. This process saves the terminal operator from having to re-key the whole record and also in the case of the public libraries' shelf list cards results in an upgraded record under authority control.

II. NLC DOBIS CONVERSION ESTIMATE

3. ORIGS

In this process the search of the data base does not result in either an exact match or similar record being retrieved. The terminal operator therefore has to key the record as an original record (or ORIG); i.e., enter a record new to the data base. Unlike the other three utility systems considered in this study, the terminal operator may input an ORIG from the shelf list card without a pre-edit or coding process. Also the authority work is accomplished as an integral part of the data input process.

B. DETAILED CALCULATION OF CONVERSION CATEGORIES

1. SAMPLE RESULTS (Taken from figure 4)

a. Exact match on 1st search:	600	(.55096)
b. Similar record retrieved:	125	(.11478)
c. No Hits (ORIGS):	364	(.33426)
	1,089	(1.0000)

2. CALCULATION FOR ORIGS IN POPULATION

1,091,200 X (.33426) X (.33435 unique records)=
122,000 net ORIGS records

3. MODS ESTM.

1,091,200 X (.11478) X (.33435) = 42,000 MODS records

4. ADDS ESTM.

1,091,200 - 122,000 - 42,000 = 927,000 ADDS records

5. Effective Hit Rate: 85%

II. NLC DOBIS CONVERSION ESTIMATE

C. ESTIMATE OF STAFF REQUIREMENT

1. Average Unit Times for Processes

The average unit time for conversion processes are based upon samples made in the BCUC Office as well as consulation with each of the utilities.

Activity	Avg. Time	Pay Classification
a. search and retrieve:	1 minute	(LAII)
b. finish Adds:	1 minute	(LAII)
c. edit and modify similar record ("Q" doc process)	7 minutes	(LAIII)
d. input original record	9 minutes	(LAIII)

2. ESTIMATE of NET us. Scheduled/Paid STAFF TIME

a. Gross Scheduled/Paid Time per Full Time Equivalent (FTE)

52 wk X 35 hr./wk. = 1,820 hr per yr. of paid hours.

b. Net Productive Time

52 wk./yr. - 2 wk. vacation - 2 wk. general holidays - 3 wk. sick leave and other lost time= 45 net weeks X 30 net. hours worked per week= 1,350 net productive hours/year.

c. Efficiency Factor Calculation

1,350÷ 1820=.74-.04 down time and other lost time=70% net efficiency.
Therefore, Scheduled/Paid hours=1.30) X (Net productive hours).

II. NLC DOBIS CONVERSION ESTIMATE

3. Terminals and Operators Required

a. LA II's

Searching	1,091,200 X 1 min ÷ 60 =	18,185 hours
Adds	927,200 X 1 min ÷ 60 =	15,455 hours
Net Productive Hours		33,640 hours
Scheduled/Paid Hours		43,730 hours

b. LA III's

MODS:	42,000 X 7 min. ÷ 60 =	4,900 hours
ORIGS:	122,000 X 9 min. ÷ 60 =	18,300 hours
Net Productive Hours		23,200 hours
Scheduled/Paid Hours		30,160 hours

c. Terminals Required

73,890 hours ÷ 1820 X 12 months = 487 man months. if 30 terminals, then 17 elapsed months to finish project.

D. DETAILED DOBIS COST ESTIMATE

1. STAFF EXPENDITURES	1980 CANADIAN DOLLARS
a. LA II's 43,730 hours X 7.25	317,040
b. LA III's 30,160 hours X 7.93	239,170
c. LAI Dispatch/Copier Clerk 3,000 hours at 6.09/hr.	18,270
d. LA IV Assistant Supervisor 3,000 hours at 8.66/hr.	25,980
e. Project Manager (Librarian) 20 months at 2,000/month	40,000
f. Subtotal staff expenditures	$640,460

II. NLC)OBIS CONVERSION ESTIMATE

2. DATA COMMUNICATIONS EXPENDITURES

a. Installation fee (500/line)	1,000
b. 4800 Baud line for 18 months at 2250/month	40,500
c. 4800 Baud line for 17 months	38,250
d. Subtotal data communications	$79,750

3. COMPUTER EQUIPMENT

NOTE: IBM Equipment and prices have been used for this estimate. But there is evidence that terminal, controller, and printer costs can be reduced by 30% by using an alternative supplier. The National Library of Canada recently purchased such equipment from Allcom, Inc. at much reduced rates.

a. Configuration (SEE Appendix for detailed IBM Quotation

30 3278 (Model II) CRTS	
2 3274 (COI) Controllers	
2 3287 (Model II) Printers (120 characters per second)	
Total quoted price	184,850

b. Equipment Maintenance Contract

1,113/month X 17 months	18,920

c. Subtotal Computer Equipment Costs 203,770

4. UTILITY SERVICE CHARGES 1980 Canadian Dollars

a. Connect Time 56,840 hours X 3.00/hr.	170,520

II. NLC DOBIS CONVERSION ESTIMATE

b. ENTER CHARGES (#Screens Used)	
i. Adds 20/record X .01 ea. X 927,200	185,440
ii. Mods 30/record X .01 ea. X 42,000	12,600
iii. Origs 60/record X .01 ea. X 122,000	73,200
c. Subtotal Utility Charges	$441,760

5. ADMINISTRATIVE OVERHEAD

a. Office space rental + utilities + maintenance	108,000
b. Telephone service	600
c. Office furniture (450/FTE X 33 FTE)	14,850
d. Copier for catalogue cards	10,000
e. Copier supplies, paper, maintenance	5,000
f. Other office supplies + minor equipment	3,000
g. Courier service	2,000
h. VCC Administrative Services	150,000
i. Subtotal Administrative Overhead	$293,450

6. EQUIPMENT SALVAGE VALUE	1980 Canadian Dollars
a. Computer terminal Configuration 184,850 at 75%	(138,600)
b. Office furniture and Copier 24,850 X .30	(7,500)
c. Subtotal equipment salvage value	($146,100)

II. DOBIS CONVERSION ESTIMATE

1980 Canadian Dollars

7. Costs to LOAD ON BCLN DOBIS DATA BASE

Nil

8. Total Net Expenditure DOBIS CONVERSION

$1,513,090

9. Total Per Record DOBIS Recon Costs

$1.39

III. OCLC, INC. CONVERSION ESTIMATE

A. INTRODUCTION

The data base sample (figure 4) confirmed that OCLC, Inc. has the most comprehensive data base of bibliographic records, with an experienced hit rate of 77% and an additional 17% similar records retrieved. The effective hit rate considering file overlap is 98%.

BCUC is not a member of OCLC, Inc. and therefore cannot avail itself of its pricing policy with respect to RECON. OCLC has waived its first time use charge for RECON records for those member libraries which do all of their current cataloguing with OCLC, Inc. BCUC has been in negotiation with Fred Kilgour during 1980, on behalf of the three B.C. University Libraries for a RECON Project of approximately 2,000,000 records. As of this date, Fred Kilgour has offered a preliminary flat rate of $.78 U.S. funds per record converted. This offer has yet to be ratified by the OCLC, Inc. Board of Directors. It is also questionable that OCLC, Inc. would be able or willing to support 26 terminals in the time frame suggested for this RECON Project unless these libraries were to join the network.

III. OCLC, INC. CONVERSION ESTIMATE

B. DETAILED CALCULATION OF CONVERSION CATAGORIES

1. Sample Results (SEE figure 4)

a. Exact Match on 1st search: 838 (.7695 of sample)

b. Similar Record Retrieved (MODS) 182 (.1671)

c. No Hits (ORIGS) 69 (.0634)

1,089 (1.0000)

2. Calculation for ORIGS

1,091,200 X (.0634) X (.33435) = 23,130

3. Calculation for MODS

1,091,200 X (.1671) X (.33435) = 60,965

4. Calculation for ADDS

1,091,200 - 23,130 - 60, 965 = 1,007,105

1,091,200

5. Effective HIT RATE

1,007,105 ÷ 1,091,200 = 92%

C. ESTIMATE OF STAFF REQUIREMENTS

1. Average Unit Times and Pay Classification

a. Searching 1 minute/record (LA II)

b. Finish Adds 1 min/record (LA II)

c. Edit Mods 7 min/record (LA III)

d. Coding Full records 4 min/record (LA III)

e. Keying Full records 4 min/record (LA III)

III. OCLC, INC. CONVERSION ESTIMATE

2. Scheduled/Paid STAFF Time

Paid Time = 1.30 X (Net Productive Time)

3. Terminals and Operators Required

a. LA II's

Searching	1,091,200 X 1 min. ÷ 60 =	18,185 hours
Adds	1,007,105 X 1 min. ÷ 60 =	16,785 hours
Net Productive Hours		34,970 hours
Paid/Scheduled Hours		45,460 hours

b. LA III's

Mods	60,965 X 7 min. ÷ 60 =	7,120 hours
Code ORIGS	23,130 X 4 min. ÷ 60 =	1,540 hours
KEY ORIGS	23,130 X 6 min. ÷ 60 =	2,310 hours
Net productive hours		10,970 hours
Paid/Scheduled hours		14,260 hours

c. Terminals Required

66,975 Connect Hours ÷ 1820 X 12 = 442 Man Months

If 26 terminals, then completed in 17 months.

D. DETAILED OCLC, INC. COST ESTIMATE

1980 Canadian Dollars

1. Staff Expenditures

a. LA II's 45,460 hours X 7.25/hr	329,590
b. LA III's 14,260 hours X 7.93/hr	113,080
c. LA IV Asst. to Project Manager 3,000 hr X 8.66	25,980
d. Project Manager 20 months X 2,000/month	40,000
e. Dispatch/Copier Clerk 3,000 hr X 6.09/hr	18,270
f. Subtotal Staff Expenditures	$526,920

III. OCLC, INC. CONVERSION ESTIMATE

	1980 Canadian Dollars
2. Data Communications	
a. 2 lines at 18 months at $1,800/months/line (24 bps + modems)	64,800
b. Installation	1,200
c. Subtotal data communications	$66,000
3. Computer Equipment	
a. 26 terminals at $3,700 ea. X 1.18 conversion X 1.15 excise duty	130,540
b. Modems purchase (2)	30,000
c. Terminal Printers 3 at $4,000 ea.	12,000
d. Maintenance of Terminals and Printers $40/month X 29 X 17 months.	19,720
e. Installation of Eqiupment	1,500
f. Subtotal Computer Equipment	$193,760
4. Utility Service Charges	
a. Start-up Instruction Training 35 hours at $19.00/hr X 1.18 currency conversion	790
b. Manuals (30) at $20 U.S. X 1.18	700
c. Profiles 8 X $29 U.S. X 1.18	270
d. Record Conversion 1,091,200 X $.78 U.S. X 1.18	1,004,340
e. Subtotal Utility Charges	$1,006,100
5. Administrative Overhead	
a. Space Rental + Utilities + Maintenance	90,000
b. Telephone service and installation	600

III. OCLC, INC. CONVERSION ESTIMATE

	1980 Canadian Dollars
c. Office furniture ($450 per FTE)	13,500
d. Copier for S.L. cards	10,000
e. Copier supplies and paper	5,000
f. Other office supplies	3,000
g. Courier service	2,000
h. VCC Administrative Fee	192,000
	$316,100

6. Salvage on Equipment

a. Net computer equipment purchase 155,500 X .60	($93,300)
b. Furniture and copier (23,500) X .33	(7,700)
c. Total salvage value	($101,000)

7. Cost to Load OCLC Records on BCLN DOBIS Facility

OCLC record charges 1,091,200 X .001 X 1.18	1,300
Tape charges 50 X 7 X 1.18	400
Programming at DOBIS Facility	30,000
	$31,700

8. Grand Total Charges (less salvage) $2,039,580

9. Unit Cost per Record Converted $1.87

IV. UTLAS ON-LINE CONVERSION ESTIMATE

A. INTRODUCTION

The UTLAS file architecture results in the storage and display of more data redundancy than the other three bibliographic utilities considered for this RECON ALTERNATIVES STUDY. For instance, a separate file is established for each of the eight public libraries. At the termination of the RECON Project an estimated 1,091,200 bibliographic records would be stored in eight separate library data files. By contrast the DOBIS facility would store only 364,000 bibliographic records for the estimated 1,091,200 holdings.

However the UTLAS CATSS System does permit a sharing of labor in the creation of the required records. The same categories of RECON Processes apply to UTLAS as to OCLC and DOBIS: ADDS, MODS, and ORIGS.

B. DETAILED CALCULATION OF CONVERSION CATEGORIES

1. Sample Results (from figure 4)

Category	Number	% of Sample
a. Adds	692	.6354
b. Mods	184	.1690
c. ORIGS	213	.1956
	1,089	1.0000

2. Estimated Overlap Between Files: .33435 unique
(SEE figure 3)

3. Detailed Calculation for ORIGS

1,091,200 records X (.1956) X (.33435)=71,365 Adds

IV. UTLAS ON-LINE CONVERSION ESTIMATE

4. Mods Estimate

1,091,200 records X (.1690) X (.33435)=61,660 Mods

5. Adds Estimate

1,091,200 - 71,365 Adds - 61,660 Mods=958,175 Adds

1,091,200 Total

C. STAFF REQUIREMENT

1. Average Unit Times Per Operation and Staff Classification

a. ADDS: 1.5 min. to search & retrieve (LA II)
1.0 min. to add holdings info.& file (LA II)

b. MODS: 1.5 min. to search & retrieve (LA II)
7.0 min. to modify, edit and file (LA III)

c. ORIGS: 1.5 min. to search (on-line) (LA II)
4.0 min. to code (off-line) (LA III)
6.0 min. to key (on-line) (LA III)

NOTE: CATSS was consistently .5 minutes longer to search and retrieve records than were the other three utilities. This was the result of having to look at more mini-records in the browsing facility and to retrieve and examine more full bibliographic records. This is part of the hidden overhead in the redundant data of the UTLAS file architecture.

2. Scheduled/Paid Time as Function of Net Productive Time

Scheduled/Paid Hours= (1.30) X Net Productive Hours (SEE DOBIS ESTIMATE, pt.II C.2 for the detailed calculation)

IV. UTLAS ON-LINE CONVERSION ESTIMATE

3. Terminal Operators Requirement

a. LA II's

Searching (1,091,200) X 1.5 min. ÷60	=	27,280 hours
Finish Adds 958,175 X 1.0 min ÷60	=	15,970 hours
Net Hours		43,250 hours
Scheduled/Paid Hours		56,225 hours

b. LA III's

MODS 61,660 X 7 min ÷ 60	=	7,195 hours
ORIGS (CODING) 71,365 X 4 min. ÷ 60	=	4,760 hours
ORIGS (keying on-line) 71,365 X 6 ÷ 60	=	7,135 hours
Net Hours		19,090 hours
		24,820 hours

c. Estimated On-line connect time

Net Search	27,280
Net Finish Adds	15,970
Net Mods	7,195
Net ORIG Keying	7,135
Estm. Net Connect Time	57,580 hours

d. Total Terminals Required

57,580 X 1.30 ÷ 1820 = 41.129 Man years X 12 = 493.5 man months. If 30 terminals then approximately 17 months elapsed time to finish the project.

D. DETAILED UTLAS ON-LINE CONVERSION COSTS

1980 Canadian Dollars

1. Staff Expenditures

a. LA II's 56,225 hours X 7.25/hr.	407,630
b. LA III's 24,820 hours X 7.93/hr	196,820
c. LA I Dispatch/Copier Clerk 3,000 hr. X 6.09/hr.	18,270
d. LA IV Assistant Supervisor 3,000 hr. X 8.66/hr	25,980

IV. UTLAS ON-LINE CONVERSION ESTIMATE

	1980 Canadian Dollars
e. Project Manager (Librarian) 20 mths at $2,000/mth.	40,000
	$688,700

2. DATA COMMUNICATIONS EXPENDITURES

a. 15 300 Band lines for 18 mths at 364/month	98,280
b. 15 300 Band lines for 17 mths at 364/month	92,820
c. Installation charge of 138 ea. X 30	4,140
	$195,240

3. Computer Equipment EXPENDITURES
(B.C. Telephone Lease)

a. 30 CRTS at 24 months at 69.00 each	49,680
b. CRT Maintenance 30 X 25/month X 24 months	18,000
c. 3 printers at 24 months X 97.75/month	7,040
d. Installation of CRT's 30 X 127 each	3,810
e. Installation of Printers 3 X 75 each	230
	$78,760

4. UTILITY SERVICE CHARGES

a. Set-up of eight accounts (8 X 215)	1,720
b. Communication Port Charges 3.00 X 30 X 70 week	6,300
c. Data Storage Security and Maintenance	
#83: 8 files X 538/yr. X 2 yr.	8,600
#85: active storage	

IV. UTLAS ON-LINE CONVERSION ESTIMATE

1980 Canadian Dollars

70 weeks X 15,600 avg. records X .0108 11,800

d. On-line service charge for terminals
Discounts not applicable on single shift.
#1: 57,580 connect hours X 9.68 557,370

e. STORE COMMANDS (ORIGS)
71,360 X .215 15,340

f. RECORD DERIVATIONS (ADDS & MODS)
1,019,835 at .484 each 493,600

g. RECORD ACCESS

i. EXTRA DISPLAYS
(.15)(1,019,835) at.161 ea. 24,630

ii. Precise Key Access
(1.15)(1,091,200) at.0108 ea. 13,550

iii. Browsable Access
(.23)(1,091,200) at .0323 ea. 8,100

iv. One line citation displays
(6 per browsable access)
(.23)(1,091,200)(6) at .02 ea. 30,120

h. Subtotal Utility Service Charges 1,171,130

5. ADMINISTRATIVE OVERHEAD

a. Office Space Rental + Utilities + Maintenance 3600 sq. ft. X 15.00/yr. X 2 yr. $108,000

b. Telephone Service and Installation 600

c. Office Furniture (450 per FTE X 33) 14,850

IV. UTLAS ON-LINE CONVERSION ESTIMATE

	1980 Canadian Dollars
d. Copier for Catalogue Cards	10,000
e. Copier supplies and paper	5,000
f. Other office supplies	3,000
g. Courier Service	2,000
h. VCC Administrative fee*	234,400
	$377,850

*Accounting service; payroll services; personnel services, etc.

6. EQUIPMENT SALVAGE VALUE

Office furniture and copier (24,850 at .30)	($7,500)

7. Cost to Load On BCLN DOBIS DATA BASE

a. Special Run Set-up Charges (UTLAS) 8 files X 430 ea.	3,440
b. Run Charges (16 runs at 22.60 ea.)	360
c. Record charge (.0376 X 1,091,200)	41,030
d. File Selection Charge (1.00/M records X 1,091,200)	10,900
e. Tape Changes	320
f. Programmer Expense (300 hr. at $100/hr.)	30,000
	$86,050

8. Grand Total On-line Conversion Cost Estimate $2,590,230

9. Per Record Cost

2,586,750 ÷ 1,091,200 = $2.37

V. UTLAS BATCH CATSS ESTIMATE

A. INTRODUCTION

Because the eight public libraries' shelf list cards lack precise numbers such as ISBN and LCCN, in utilizing Batch CATSS it is necessary to search on-line using the CATSS browsable access to obtain precise numbers to submit the "Adds". "Adds" in CATSS terminology are more properly called "Derives" because a copy of the hit record is filed into the library's own data file along with the added local information. Batch CATSS permits one to submit a "skeletal record" with the library's local information which is matched and merged to the "hit or derived" record.

Because of the delays in batch turnaround time, it is not possible to eliminate duplicate keying of the overlapped records in the eight files. Therefore, the keying workload for ORIGS and MODS is increased compared to the all on-line conversion process. MODS must also be keyed and submitted on tape as full records; but coding is saved because the terminal operator who searches the records may obtain a print-out of the similar record for purposes of editing off-line.

B. DETAILED CALCULATION OF CONVERSION CATEGORIES

1. ORIGS (1,091,200) X (.1956) =	213,440
2. MODS (1,091,200) X (.1690) =	184,130
3. Total Records submitted as full records:	397,570

V. UTLAS BATCH CATSS ESTIMATE

4. Records Submitted as Adds/ Skeletals = 693,630

C. ESTIMATE OF STAFF REQUIREMENTS

1. Average Unit Times to Complete Process

1.5 min. to search to obtain RSN (LA II)
1.0 min. to key adds/skeletals (LA II)
2.0 min. to edit MOD Print-out Off-line (LA III)
6.0 min. to key full record (LA III)
4.0 min. to code full record (LA III)

2. Scheduled Time/ Paid Time as Function of Net Productive Time

Paid Time = (1.30) X (Net Productive Hours)

3. Terminal Operators Required

a. LA II's

Searching (1,091,200) X 1.5 min. ÷ 60 = 27,280 hours
Keying Skeletals (693,630) X 1.0 min. ÷ 60 = 11,560 hours
Net Productive Hours 38,840 hours
Net Paid Hours 50,490 hours

b. LA III's

Editing Mods (184,130) X 2 min. ÷ 60 = 6,140 hours
Coding Full Records (213,440) X 4 min. ÷ 60 = 14,230 hours
Keying Full Records (397,570) X 6 min. ÷ 60 = 39,760 hours
60,130 hours

V. UTLAS BATCH CATSS ESTIMATE

c. Estimated Connect Time & Terminals Required

Searching only 27,280 hours

27,280 X 1.30 ÷ 1820 X 12 = 230 Man months

If 10 terminals, then approx. 23 months to completion.

d. Estimated Key-To-Tape Time & CRT's Required

Keying Skeletals	11,560
Keying Full Records	39,760
Net Keying Hours	51,320
Net Scheduled Hours	66,720

66,720 ÷ 1820 X 12 = 440 Man Months

If 18 terminals, then 24 Man Months

e. Life of Project Extended to 24 months

This period may be extended even further if UTLAS cannot supply a reasonable turnaround time. This was a major problem in the B.C. College Libraries RECON Project.

D. UTLAS BATCH CATSS CONVERSION COSTS

PROJECT LIFE: 24 Months 1980 Canadian Dollars

1. STAFF EXPENDITURES

a. LA II's 50,490 hr. X $7.25/hr	366,050
b. LA III's 60,130 hr. X $7.93/hr	476,830
c. LA I Dispatch/Copier Clerk 3,800/hr X 6.09/hr	23,140
d. LA IV Assistant Supervisor 3,800/hr. X 8.66/hr	32,910
e. Project Manager (Librarian) 28 months X $2,000/month	56,000

V. UTLAS BATCH CATSS ESTIMATE

	1980 Canadian Dollars
f. Subtotal Staff Expenditure	$954,930

2. DATA COMMUNICATIONS

a. 10 - 300 Baud Data Route Lines at 364/month (10 X 364 X 26 avg. months)	94,640
b. Installation Charges $138 per line	1,380
	$96,020

3. COMPUTER EQUIPMENT

a. Lease of 10 CRT's from B.C. Tel 24 months X 10 X 69.00 ea.	16,560
b. Maintenance of CRT's 10 X 25 X 25	6,250
c. Lease of 3 Printers from B.C. Tel 3 X 25 months X 97.75 ea.	7,330
d. Installation of CRT's 10 X 127.00	1,270
e. Installation of Printers 3 X 75	230

f. MOHAWK DATA ENTRY SYSTEM 24 MONTH LEASE

Qty.	Item I.D.	Lease/Mth	Maint/Mth	
1	2409 Processor	401.00	281.00	16,370
1	2478 Disc Drive	428.00	201.00	15,100
1	2437 Mag Tape Drive	214.00	116.00	7,920
18	2491 Keystations	46.00	18.00	27,650
Subtotal Mohawk Data Entry System Lease				67,040
Total Computer Equipment Expenditures				$98,680

4. UTILITY SERVICE CHARGES

a. Set-up of Eight Accounts for Batch CATSS 269 X 8	2,150
b. Communications Port Charges 10 X 3.00 X 108 weeks	3,240

V. UTLAS BATCH CATSS ESTIMATE

	1980 Canadian Dollars
c. Data Storage and Security	
538/yr. for Consortium X 2 yr. X 8 files.	8,610
Active storage 108 weeks X 15,600 X .0108	18,200
d. On-line Service Charges for Terminals	
27,280 connect hours X 9.68	264,070
e. Record Access	
Full Record Displays 930,000 at .161/ea.	149,730
Precise Key Access 1,091,200 at .0108/ea.	11,790
Browsable Access 275,000 at .0323	8,890
One line citation displays (6 per browsable access). 275,000 X 6 X .02 ea.	33,000
f. 52 Batch CATSS Runs at 35 ea.	1,820
g. Searching and record merges 693,630 at .215 ea.	149,130
h. Incorporations of full text records 397,570 at .215 ea.	85,480
i. Subtotal Utility Charges	$736,110

5. ADMINISTRATIVE OVERLOAD

a. Office space rental & utilities & maintenance 3600 sq. ft X 15.00/yr/sq. ft X 2 yr.	108,000
b. Telephone service and installation.	800
c. Office furniture (450 per FTE)	14,000

V. UTLAS BATCH CATSS ESTIMATE

	1980 Canadian Dollars
d. Copier for cards	10,000
e. Copier supplies, paper, maintenance	5,000
f. Other office supplies and equipment	3,600
g. Courier service (Toronto/ Vancouver, Victoria)	3,200
h. VCC Administrative Fee	212,000
	$356,600

6. EQUIPMENT SALVAGE VALUE
Office Furniture and Copier only (7,500)

7. Cost to Load on BCLN DOBIS DATA BASE
$86,050

8. Grand Total Project Costs Using UTLAS BATCH CATSS $2,320,890

9. PER RECORD COST
2,315,610 ÷ 1,091,200 $2.13

VI. WLN ON-LINE CONVERSION ESTIMATE

A. INTRODUCTION

The WLN System presently differs from the others in that MODS must be re-keyed in full in the on-line mode. Otherwise the work flow and processing categories for the RECON process are similar to the other on-line bibliographic utilities.

B. DETAILED CALCULATION OF CONVERSION CATEGORIES

1. Sample Results (from figure 4)

Category	Number	% of Sample
a. ADDS	692	.6428
b. MODS	184	.1341
c. ORIGS	213	.2231
	1,089	1.0000

2. Estimated Overlap Between Files
   .33435 unique (SEE figure 3)

3. Detailed Calculation for ORIGS
   1,091,200 records X (.2231) X
   (.33435) = 81,450

4. MODS Estimate
   1,091,200 X (.1341) X (.33435) = 48,950

5. ADDS Estimate
   1,091,200 - 81,450 - 48,950 = 960,800

   TOTAL 1,091,200

VI. WLN ON-LINE CONVERSION ESTIMATE

C. ESTIMATE OF STAFF REQUIREMENTS

1. Average Unit Times per Operation and Job Classification

a. ADDS: 1.0 minutes to search and retrieve (LA II)
1.0 minutes to add holdings information (LA II)

b. MODS: 3 minutes to edit printout (LA III)
6 minutes to key on-line (LA III)

c. ORIGS: 4 minutes to code off-line (LA III)
6 minutes to key and file on-line (LA III)

2. Scheduled/Paid Time as Function of Net Productive Time

Scheduled/paid hours = (1.30) X net productive hours

3. Terminal Operators Required

a. LA II's

Searching & Retrieval 1,091,200 X 1 min. ÷ 60	=	18,190 hours
Finish Adds 960,800 X 1 min ÷ 60	=	16,020 hours
Net total hours		34,210 hours
Scheduled/Paid Hours		44,470 hours

b. LA III's

Edit Mods Print-outs 48,950 X 3 min. ÷ 60	=	2,450 hours

VI. WLN ON-LINE CONVERSION ESTIMATE

	1980 Canadian Dollars
Code Origs Work Sheets 81,450 X 4 min. ÷ 60	= 5,430 hours
Key & file full records 130,400 X 6 min. ÷ 60	= 13,040 hours
Net total hours	20,920 hours
Scheduled/Paid hours	27,200 hours

c. Estimated On-line Connect Time

Searching & retrieval	18,190 hours
Finish Adds	16,020 hours
Key & file full records	13,040 hours
	47,250 hours

d. Estimated Terminals Required

47,250 X 1.30 ÷ 1820 X 12 = 405 man months;
17 elapsed months if 24 terminals

D. DETAILED WLN ON-LINE CONVERSION COSTS

NOTE: 1.18 has been used throughout to convert U.S. funds to Canadian funds.

1. STAFF EXPENDITURES

a. LA II's 44,470 hr. X $7.25/hr.	322,410
b. LA III's 27,200 hr X $7.93/hr.	215,700
c. LA I Dispatch/Copier Clerk 3,000 hr X 6.09/hr.	18,270
d. LA IV Asst. Supervisor 3,000 hr X 8.66/hr.	25,980
e. Project Manager (Librarian) 20 months X 2,000/month	40,000
f. Subtotal staff expenditures	$622,360

VI. WLN ON-LINE CONVERSION ESTIMATE

	1980 Canadian Dollars
2. Data Communications Expenditures	
a. Monthly lease $1,000 per line X 2 lines X 18 months	36,000
b. Installation charge	600
c. Subtotal data communications expenditures	36,600
3. Computer Equipment (Purchase)	
a. 24 terminals at 3500 X 1.18 exchange X 1.15 duty	= 114,000
b. 2 Penril Multi/4800 Modems X 2,420 X 1.18 X 1.15	= 6,570
c. 6 MCU's at 450 ea. X 1.18 X 1.15	= 3,670
d. 2 printers (shared on 4 terminals) at 3,300 X 1.18 X 1.15	= 8,960
e. Maintenance on Equipment 26 X $30/mth X 18 mths	= 14,040
f. Subtotal Computer Equipment	$147,240
4. Utility Service Charges	
a. Equipment Installation $100 X 28 pieces (CAT's modems, printers) X 1.18	3,300
b. Terminal Service 140/mnth X 18 mnths X 24 terminals X 1.18	71,370
c. Addition of Summary Statements (ADDS) 960,800 X 1.60 X 1.18	1,813,990
d. Input of Full Records (Mods & Origs) 130,400 X .30 ea. X 1.18 (RECON level)	46,160
e. Subtotal Utility Service Charges	$1,934,820

VI. WLN ON-LINE CONVERSION ESTIMATE

	1980 Canadian Dollars
5. Administrative Overhead	
a. Office space rental & utilities & maintenance 3600 sq. ft X $15.00/sq. ft. X 2 yr.	= 108,000
b. Telephone service	= 600
c. Office furniture (450 per FTE)	= 13,500
d. Copier for catalogue cards	= 10,000
e. Copier supplies, paper, maintenance	5,000
f. Other office supplies & minor equipment	3,000
g. Courier service	2,000
h. VCC Administrative fee	234,000
	426,100
6. Equipment Salvage Value	
a. Terminals (24 X 3500 X 1.18 X .65)	(64,430)
b. Modems (24 X 2,420 X 1.18 X .65)	(3,710)
c. Printers (2 X 3,300 X 1.18 X .65)	(5,060)
d. Copier & furniture (23,500 X .33)	(7,750)
e. Subtotal Salvage Value	(80,950)
7. Cost to Load on BLCN DOBIS Data Base	
a. Magnetic tape records with summary holdings 1,091,200 X .005 X 1.18	6,500
b. Estm. 24 tapes at 75.00 ea.	1,800

VI. WLN ON-LINE CONVERSION ESTIMATE

1980 Canadian Dollars

c. Programmer Expense (300 hr. at 100 hr.)	30,000
	$38,300

8. Grand Total WLN On-Line Conversion Cost	$3,124,470
9. Per title/record WLN On-Line Cost	$2.86

VII. WLN BATCH PROCESS CONVERSION ESTIMATE

A. INTRODUCTION

Unlike UTLAS, WLN has a policy which encourages libraries to use batch conversion to minimize on-line usage. WLN offered the use of its Batch Conersion facility in the context of BCUC replicating the WLN System (See appendix A). Because BCUC has decided to replicate DOBIS, it is not clear at this time whether the same offer made in June 1980 would still stand. The reason for this doubt is that WLN does subsidize the batch loading of holdings records and does not charge full price.

B. CONVERSION CATEGORIES

1. ORIGS	81,450	
2. MODS	48,800	
3. ADDS	960,800	
	1,091,200	total records

C. ESTIMATE OF STAFF REQUIREMENT

1. Average Unit Times (SEE VI, C., 1.)

2. Scheduled/Paid Time = (1.30) X Net Productive Hours

3. Terminal Operators Required

a. LA II's

Search and retrieval on-line 1,091,200	
X 1 min ÷60	= 18,190 hours
Key-to-tape adds 960,800 X 1 min ÷60	= 16,020 hours
Net total hours	34,210 hours

VII. WLN BATCH PROCESS CONVERSION ESTIMATE

1980 Canadian Dollars

b. LA III's

Edit Mods Print-Outs 48,950 X 3 min. ÷60	= 2,450 hours
Code Origs Work Sheets 81,450 X 4 min. ÷60	= 5,430 hours
Key & file full records 130,400 X 6 min. ÷ 60	= 13,040 hours
Net total hours	20,920 hours
Scheduled/Paid Hours	27,200 hours

c. Estimated On-Line Connect Time

Searching & Retrieval	18,190 hours
Key and file full records	13,040 hours
	31,230 hours

d. Estimated On-Line Terminals Required

31,230 X 1.30 ÷ 1820 X 12 =
268 man months; 17 elapsed months
if 16 terminals

e. Key-to-Tape Terminals

16,020 X 1.30 ÷ 1820 X 12 =
137 man months; 12 elapsed months
if 12 keystations

D. DETAILED WLN BATCH CONVERSION COSTS

1. Staff Expenditures
(Same as VI., D., 1.) $622,360

2. Data Communications
(Same as VI., D., 2.) $36,600

VII. WLN BATCH PROCESS CONVERSION ESTIMATE

1980 Canadian Dollars

3. Purchased Computer Equipment

a. 16 terminals at 3500 X 1.18 X 1.15	75,990
b. 2 Penril Modems X 2420 X 1.18 X 1.15	6,570
c. 3 MCU's at 450 ea. X 1.18 X 1.15	1,830
d. 2 Printers at 3,300 X 1.18 X 1.15	8,960
e. Installation 18 X 100 X 1.18	2,120
f. Maintenance 18 X 30 X 18 months	9,720
g. Subtotal purchased computer equipment	$105,190

4. Leased Computer Equipment (One Year Lease)

Qty.	Item	Lease/mth	Maint/mth	Total Cost
1	2409 Processor	460	325	9,420
1	2478 Disc Drive	490	230	8,640
1	2437 Mag Tape Drive	245	135	19,140
12	2491 Keystations	50	20	10,080
				$47,280

5. Utility Service Charges

a. Terminal Service

140/mnth X 16 terminals X 18 mnths X 1.18 $47,580

b. On-Line Inquiry

Because s.1. cards lack precise access keys, estm. 3.5 transactions per record searched - charge only for Adds done off-line other searches are covered by On-line input charges.

960,800 X 3.5 X .069 X 1.18 273,800

c. On-Line Input of Full Records (Mods + Origs)

130,400 X .30 (RECON) X 1.18 46,160

d. Batch Merge of Summary Holdings

960,800 X .06 X 1.18 68,030

VII. WLN BATCH PROCESS CONVERSION ESTIMATE

	1980 Canadian Dollars
e. Subtotal Utility Service Charges	$435,570
6. Administrative Overhead	
a. Office space rental & utilities & maintenance 3600 sq.ft. X $15.00/sq.ft. /yr. X 2 yr =	108,000
b. Telephone service	600
c. Office furniture (450/FTE)	13,500
d. Copier for catalogue cards	10,000
e. Copier supplies, paper, maintenance	5,000
f. Other office supplies & minor equipment	3,000
g. Courier Service	2,000
h. VCC Administrative fee	150,000
i. Subtotal administrative overhead	$292,100
7. Equipment Salvage Value	
a. 16 terminals X 3500 X 1.18 X .65	(42,950)
b. 2 modems X 2420 X 1.18 X .65	(3,710)
c. 2 printers X 3,300 X 1.18 X .65	(5,060)
d. Copier & Furniture (23,500 X .33)	(7,750)
e. Subtotal Equipment Salvage Value	($59,470)
8. Cost to Load on BCLN DOBIS Data Base (Same as VI., D., 7.)	38,300

VII. WLN BATCH PROCESS CONVERSION ESTIMATE

1980 Canadian Dollars

9. Grand Total WLN Batch Conversion Cost $1,517,930

10. Per Title/Record Conversion Cost

1,517,930 ÷ 1,091,200 = $1.39/title

VIII. CURRENT CATALOGUING ESTIMATE USING NLC DOBIS

A. INTRODUCTION

The National Library of Canada has agreed to support the RECON Project under certain terms as part of its policy of encouraging the development of a decentralized nationwide bibliographic network. Those public libraries which have not implemented a cataloguing support system for current cataloguing will wish to do so as their RECON Project gets under way. Because of the BCUC commitment to replicate the NLC/CISTI version of DOBIS, it was belived appropriate to cost out the alternatives of using NLC/CISTI DOBIS until such time as the BCLN facility is in place for the six public libraries which are not presently using UTLAS CATSS for their current cataloguing. If the cost is no more than the UTLAS CATSS COST, then it would be appropriate to consider having the six public libraries implement DOBIS. This will prevent their having to learn to use two systems in very short order. Chapter IX estimates the cost of these six libraries to implement CATSS.

B. ESTIMATED CURRENT CATALOGUING WORKLOAD BY LIBRARY

	Titles/Year
1. New Westminster Public Library	7,500
2. North Vancouver City Library	5,500
3. North Vancouver District Library	5,300
4. Port Moody Public Library	2,900
5. Vancouver Public Library	20,000
6. West Vancouver Memorial Library	11,000
7. Subtotal titles catalogued per year	52,200

VIII. CURRENT CATALOGUING ESTIMATE USING NLC DOBIS

1980 Canadian Dollars

C. ESTIMATED DOBIS PROCESS CATEGORIES

1. Adds .75 X 52,200 = 39,150 titles
2. Mods .15 X 52,200 = 7,830 titles
3. Origs .10 X 52,200 = 5,220 titles

52,200 total

D. TERMINAL CONNECT HOURS ESTIMATE (annual)

1. Adds 39,150 X 2 min. ÷ 60 = 1,305 hours
2. Mods 7,830 X 8 min. ÷ 60 = 1,045 hours
3. Origs 5,220 X 10 min. ÷ 60= 870 hours

3,220 hours

E. DETAILED COST ESTIMATE

1. Network Staff Support Costs per Agreement with the National Library of Canada
   - a. Senior Systems Analyst (in Ottawa) 28,000
   - b. Senior Systems Librarian (3 months in Ottawa) 28,000
   - c. Subtotal Staff Costs $56,000

2. Data Communciations Costs
   - a. 4800 Baud Line Data Route Service 27,000
   - b. Installation (6 sites) 3,600

$30,600

VIII. CURRENT CATALOGUING USING NLC DOBIS

1980 Canadian Dollars

3. Computer Equipment

a. Total annual lease with maintenance $43,200

[Altn. Purchase Price Estm. IBM Quotation

Qtr.	Item	Unit Price	
6	3276 CRT s	11,381	68,285
1	3278 CRT	4,080	4,080
6	3287 Printers	9,199	55,195
			$127,560
Annual Maintenance on Purchased Equip.			$11,660]

4. On-Line Utility Charges

a. Connect Time 3,220 hours X 3.00/hr. 9,660

b. Enter Charges (Screen Utilization)

i. Adds 39,150 X 20 X .01 7,830

ii. Mods 7,830 X 30 X .01 2,350

iii. Origs 5,220 X 60 X .01 3,130

c. Subtotal on-line charges $22,970

5. Microfiche Product Charges

a. Utility Charges for COM Production (YR 1)
(Assume 6 lists; 6 annual cumulations/ 11 cumulating supplements per list)

i. Select 52,200 records at .40 ea. 20,880

ii. Generate 52,200 register entries at .064 3,340

iii. Generate 208,800 index entries at .014 2,920

iv. Relist 239,250 register entries at .011 2,630

VIII. CURRENT CATALOGUING USING NLC DOBIS

	1980 Canadian Dollars
v. Relist 957,000 index entries at .007	6,700
	$36,470

b. COM Facility Charges

i. 72 submissions at 5.00 ea.	360
ii. Master fiche scroll format 291,450 reg. entries ÷ 1680 = 174 master fiche 1,009,200 index entries ÷ 3,312 = 306 master fiche	1,940
iii. Subtotal COM Facility Charges (1st copy)	$2,300
(Copies of Master estm. at .20 ea.)	

6. Shelf List Card Production

$10.00 per wk. per file X 6 X 52 =	3,120
52,200 records X 1.5 cards avg. X .05 ea. =	3,920
	$7,040

F. TOTAL ANNUAL COST $198, 580 per year

G. TOTAL PER TITLE COST $3.80 per title

IX. CURRENT CATALOGUING ESTIMATE USING UTLAS

1980 Canadian Dollars

A. DATA COMMUNICATIONS COSTS

1. 7 - 300 Baud Data Route lines at 364/month	30,580
2. Installation at 138 ea.	960
3. Subtotal Data Communication Costs	$31,540

B. COMPUTER EQUIPMENT (B.C. Tel Lease)

1. 7 CRT's at 69.00/month ea.	5,800
2. 6 Printers at 97.75/month ea.	7,040
3. Installation of CRT's 7 X 127 ea.	880
4. Installation of Printers 6 X 75 ea.	450
5. CRT & Printer maintenance 25 X 12 X 13 items	3,900
6. Subtotal Computer Equipment	18,070

C. ON-LINE UTILITY CHARGES

1. Set-up of six accounts at 1,180 ea.	7,080
2. Communications Port Charges 3.00 X7 X 52 wk.	1,090
3. Data Storage and Security 6 files X 538/yr.	3,230
Active Storage 52 wk X 2500/wk. X .0108	1,400
4. Connect Time 3,220 hr. X 9.63/hr.	31,170
5. STORE COMMANDS (ORIGS) 5,220 X .215	1,120
6. Record Derivations (Mods & Adds) 46,980 X .484	22,740

IX. CURRENT CATALOGUING ESTIMATE USING UTLAS

	1980 Canadian Dollars
7. Record Access	
Extra Displays (.15) X 52,200 X.161	1,260
Precise Key Access (1.5) X 52,200 X .0108 ea.	850
Browsable Access (.23) X 52,200 X .0323 ea.	380
On-line Citations (.23) X 52,200 X 6 X .02 ea.	1,440
8. Subtotal On-Line Utility Charges	$71,760

D. MICROFICHE PRODUCT UTILITY CHARGE

1. Set-up of 6 catalogue products	3,230
2. Run charges 6 X 12 X 26.90 ea.	1,940
3. File Selection charge 1,457,250 total entries X .0215 ea.	31,330
	$36,500

E. COM FACILITY CHARGES

1. 480 Master fiche at 4.90 ea.	$2,350
2. (Copies of Masters at .20 ea.)	

F. SHELF LIST CARD PRODUCTION

1. Set-up charge 6 X 806	4,830
2. Run charges 52 wk. X 6 X 8.06	2,510
3. Card charges 52,200 X 1.5 X .0591	4,630
4. Subtotal card production charges	$11,970

G. TOTAL ANNUAL COST $172,190

IX. CURRENT CATALOGUING USING UTLAS

1980 Canadian Dollars

H. TOTAL PER TITLE COST $3.30 per title

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Gates (New Westminster); Shirley Marcino (North Vancouver District); Len Elsdon (Port Moody); Peter Westlake (Vancouver); Robert Kellog (West Vancouver). May 18, 1978. 5 l. and appendices.

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8. Scudamore, Joy: GREATER VANCOUVER LIBRARY FEDERATION AUTOMATION; A POSITION PAPER. Prepared by Joy Scudamore, GVLF Coordinator. April 1978. 14 l.

9. Association of Research Libraries. Systems and Procedures Exchange Center: RETROSPECTIVE CONVERSION KIT # 65. 91 p. ISSN 0160-3582 Note: This publication includes descriptions of libraries which have used OCLC for RECON. It also includes the RLG policy statement on RECON by RLG Member Libraries which wish to use the RLIN facility.

APPENDIX A: CORRESPONDENCE

B.C.UNION CATALOGUE

7071 Alderbridge Way
Richmond, B.C. Canada
V6X 1Z9 Phone: (604) 273-952

21 November 1980

Louis J.S. Forget
Director
Library Systems Centre
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

Dear Louis:

I am writing you to advise you of recommendations which I hope to make in a report to be published early in January 1981. Since May 1980, the BCUC Office has been engaged in a consulting study for eight B.C. public libraries (the Greater Vancouver Library Federation and the Greater Victoria Public Library). The purpose of the study is to determine the best methodology for converting the eight libraries' card catalogues which consist of 1,091,000 bibliographic records. This is being considered within the context of the BCUC data base and the BCUC plans for a replicated BCLN DOBIS facility.

I have enclosed portions of the manuscript of this RECON ALTERNATIVES STUDY to give you a more detailed understanding of what is being proposed both to the public libraries and to the B.C. Ministry of Provincial Secretary and Government Services which would fund the project.

I plan to recommend that NLC/CISTI DOBIS be utilized for this RECON Project and further that the Project be centralized and managed by the BCUC Office. In addition, I will recommend that the six public libraries which have not yet implemented on-line cataloguing support services, do so using NLC/CISTI DOBIS until such time as the BCLN DOBIS facility is in place and they can be transferred to the Provincial system.

I have every expectation that this Project will be funded. The BC Government has already created a $3,000,000 library automation fund this calendar year. However, before I make such recommendations, I need some assurance that the National Library would be interested in supporting the proposed plan. I would prefer to have some assurance in a letter which could be duplicated in an appendix of the RECON ALTERNATIVES STUDY.

The basic recommended plan is as follows:

1. That approximately 30 terminals be installed in the BCUC Office to accomplish the conversion over 17 months elapsed time. The installation would be staggered in two stages over two months. The first installation would be made in September 1981, providing the BC Government gave approval and allocated funds during April 1981 or sooner.

2. Seven terminals would be installed in six Vancouver area public libraries to handle current cataloguing. This would represent a title workload of approximately 52,000 titles per year. The BCUC Office would take responsibility for user training and ongoing service needs so that NLC would only need to deal with the BCUC Office.

3. In addition, up to three other BC libraries might also use NLC/DOBIS during this same time period as part of the Pilot Stage Project for the BCUC Replication Study.

4. I have estimated the costs for items 1. and 2. and have included them with this letter. The enclosed material will give you a better idea of what I am recommending and why.

The National Library has some things which it would gain from this proposal:

1. An enriched National Union Catalogue of BC library holdings.

2. A method to support the development of a nationwide distributed bibliographic network.

3. The beginnings of shared development and shared resources between NLC/DOBIS users and BCUC member libraries.

Rather than providing any more information in this letter, I would prefer to follow-up on this with you by telephone. I will be away on vacation next week: but I will be back in the BCUC Office on December 1, 1980.

Thanks in advance for your help in this matter.

Sincerely,

Paul E. Baldwin,
Director, BCUC.

encl.

c.c.: Bill Newman

PEB/aa

MESSAGE RECEIVED BY TELTEX (CN/CP)

As a result of discussions and correspondence which you have had with the staff of Library Systems Centre over the last few months,the National Library wishes to reaffirm that it is willing to cooperate with BCUC in pilot projects leading to a replicated BCLN / DOBIS facility.

The terms, conditions, schedule and duration of these co-operative projects will be further defined after BCUC supplies assurance that it intends to replicate the Government of Canada version of DOBIS.

The National Library's participation in these projects is being considered in context of its plans to enrich the Canadian Union Catalogue with B.C. library holdings and to promote a decentralized Library and Information Network in Canada.

My staff and I look forward to continuing to work with you in sharing developments and resources.

Sincerely,

Dr. Guy Sylvestre
Dec. 18, 1980
15:10 e.s.t.
National Library of Canada
Nat. Lib. Telex #053-4311

OCLC INC.

1980 May 19

Mr. Paul E. Baldwin
Director
B.C. Union Catalogue Project
7671 Alderbridge Way
Richmond, B.C. V6X 2Z9
CANADA

Dear Paul:

I send you herewith a draft of a "Proposal for Retrospective Conversion to the British Columbia Union Catalogue" dated 1980 May 14. I must caution you to recognize that the document is strictly a draft for discussion purposes only. Our legal counsel has not reviewed the document, and the OCLC Board of Trustees will not set prices for next year until mid-June so that prices in the document are in no way firm or accurate. Moreover, there now exists a Special Committee on Participation of the Board of Trustees that will be discussing and recommending to the Board possible changes in policies that would allow OCLC to enter into such arrangements as suggested in the enclosed Proposal. I am a member of that Committee, and it has met once but has not taken any action. Nevertheless, my sense of the first meeting was that the Committee will probably recommend a policy that would include the Proposal.

I realize that this document is encumbered with caveats, but I think that it probably is adequate to serve as a basis for further discussions providing that you and your colleagues find it sufficiently attractive. If you would like to discuss the topic further, when would it be convenient for us to meet?

Sincerely,

Fred

Frederick G. Kilgour
President

FGK/pb

Enclosure

DRAFT

100.

OCLC INC.

1125 KINNEAR ROAD • COLUMBUS, OHIO 43212 • (614) 486-3661 • TWX 810-432-1658

DRAFT #3 - 1980 May 14

PROPOSAL FOR RETROSPECTIVE CONVERSION TO THE BRITISH COLUMBIA UNION CATALOGUE

This Proposal to the British Columbia Union Catalogue to use OCLC to retrospectively convert some two million catalog records on-line first puts forth OCLC's purpose and goals followed by a statement of OCLC's philosophy of retrospective conversion. Next the Proposal describes retrospective conversion prior to any replication of an on-line system by BCUC.

The purpose of OCLC is to promote the evolution of library use, of libraries themselves, and of librarianship. OCLC's long-range goals are: 1) to increase availability of library resources to library patrons, 2) to lower the rate of rise of library per-unit costs, 3) to furnish patrons and library staff with information when and where they need it, 4) to enable patrons to receive personalized service, and 5)

to provide management information. OCLC presumes that its purpose and goals are consistent with the purpose and goals of BCUC.

Up until the present time OCLC has not charged its participants for retrospective conversion of their catalogs because such conversion has extensively enhanced attainment of OCLC's goals. Such conversion does increase availability of resources among participants and reduces rates of rise of per-unit costs by increasing availability of cataloging in the on-line catalog. However, it would be necessary for OCLC to charge non-participating libraries for retrospective conversion.

As OCLC understands the BCUC retrospective conversion project, there are approximately two million catalog entries at Simon Fraser, the University of British Columbia, and the University of Victoria that require conversion to machine readable form. OCLC also understands that the conversion will take place in these three institutions using OCLC terminals directly connected by telephone circuits to OCLC's central site in Columbus, Ohio. OCLC also understands that

it is desirable from BCUC's point of view that the retrospective conversion project be completed in three years.

To estimate cost to BCUC, OCLC has used a figure of 30 catalog entries being converted per hour. This figure is based on an extensive project that OCLC carried out in which seven percent of the items to be converted were input, and there was no editing of the records already in the system. If the BCUC activity will have different parameters, then the conversion rate will differ.

Conversion of two million records at the rate of 30 per hour will require 66,667 hours. Since it appears that terminal operators would actually be working about 1500 hours per year, dividing 66,667 by 4500 yields 14.8 or 15 terminal operators and 15 terminals. However, the OCLC system is available on-line for 4500 hours each year, not just 1500 hours. Hence, it would be possible for the three universities to schedule more than one operator per terminal to accelerate the project, or to have fewer terminals and still accomplish the project within three years.

OCLC terminals are available in the United States for $3700 each, installed. However, there will certainly be an increase in charges for terminals and their installation in British Columbia. OCLC has not been able to calculate that increase, but presumably it would be nominal. The monthly charge for maintaining each terminal would be approximately $40.00 with the servicing being done by service centers maintained in Canada by Control Data Corporation.

Charge for a dedicated telephone circuit to Blaine, Washington will be about $1300 per month.

OCLC will charge BCUC 78¢ in 1980/81 for each record converted whether conversion employs a record already in the system or a new record is input. This price represents the actual cost to OCLC for this operation plus 15 percent. The price excludes, of course, the charge for the telephone line, the cost of the terminals, the cost of maintenance of the terminals, and production of any hard-copy products. However, if after BCUC implements an on-line network for its libraries, it also interfaces that network with OCLC and thereby uses OCLC records for cataloging and hence pays OCLC

104.

first-time use charges, OCLC will rebate part of the charge for retrospective conversion according to the following formula. If billable first-time uses payable to OCLC were 20 percent of the total BCUC on-line cataloging charges to BCUC participating libraries, then OCLC would rebate to BCUC 20 percent of a retrospective conversion charge for each first-time use charge payable to OCLC. At the present time, the OCLC basic FTU charge is $1.25. However, if the 20 percent ratio held, OCLC would rebate to BCUC for each FTU billed to BCUC 15.2¢, which is 20 percent of 76¢. If BCUC did not interface with OCLC, then OCLC would, of course, retain the original revenue.

OCLC would make its best efforts to place one terminal in each of the three universities as soon as possible after the signing of an Agreement between BCUC and OCLC. Such terminals would be attached to existing telephone circuits that OCLC already maintains in the northwestern United States so that the telephone charges would be far less than that quoted above. However, it will not be possible for OCLC to place the full complement of terminals in British Columbia until following the move of OCLC's computer

equipment to its new building; that move will begin in May 1981.

OCLC WESTERN
THE WESTERN SERVICE CENTER OF OCLC, INC.

August 28, 1980

Marie McKee, Librarian
B. C. Union Catalogue
7671 Alderbridge Way
Richmond, B. C.
Canada V6X1Z9

Dear Marie:

We completed the search of OCLC's On-Line Union Catalog for the titles which you sent. The data sheets and samples are enclosed.

I did a simple tally to determine the hit rate:

Titles	Found	Hit Rate	Exact Match
197	166	84.26%	120 (72.28% of those found)

I would naturally be interested in knowing your hit rate on other data bases -- UTLAS, WLN, RLIN, etc.

Please let me know if there are any questions.

Sincerely,

Jeanette

Jeanette Mosey
Senior Coordinator
San Francisco

JM/pc

Enclosures

OCLC WESTERN (HEADQUARTERS)
NINTH AND DARTMOUTH
CLAREMONT, CALIFORNIA 91711
714 621-8046

(AT) SAN FRANCISCO STATE UNIVERSITY LIBRARY
1630 HOLLOWAY AVENUE
SAN FRANCISCO, CALIFORNIA 94132
415 585-2225

OCLC WESTERN

THE WESTERN SERVICE CENTER OF OCLC, INC.

August 28, 1980

British Columbia Union Catalogue

Sample

Group	No. of Titles	No Hit	LC/MARC	Other	Exact Match
1	18	0	0	15	8
2	24	2	3	21	10
3	12	1	0	11	9
4	13	5	0	8	7
5	24	8	2	14	11
6	3	1	0	2	1
7	15	0	0	15	15
8	24	2	0	22	20
9	8	2	2	4	6
10	24	3	0	21	15
11	24	3	2	19	14
12	8	33	1	4	4
TOTALS	197	30	10	156	120
Percent		15.22%	5.07%	79.18%	72.28%

166

84.26% hit rate

111

OCLC WESTERN (HEADQUARTERS)
NINTH AND DARTMOUTH
CLAREMONT, CALIFORNIA 91711
714 621 8046

(AT) SAN FRANCISCO STATE UNIVERSITY LIBRARY
1630 HOLLOWAY AVENUE
SAN FRANCISCO, CALIFORNIA 94132
415 585 2225

B.C.UNION CATALOGUE PROJECT

7671 Alderbridge Way
Richmond, B.C. Canada
V6X1Z9 Phone (604) 273-9521

20 May 1980

Ray DeBuse
Manager
Development and Library Services
Washington Library Network
Washington State Library
Olympia, Washington
98504
USA

Dear Ray:

This is just a letter to summarize where the B.C. Union Catalogue is with respect to its examination of the WLN System for replication in British Columbia. It is also a plea for your patience and continued support, especially over this next three critical months while BCUC and the Provincial Government are in the process of making a final decision.

BCUC's interest in the WLN System goes back to 1977 when the WLN System and BCUC were both established. BCUC officially initiated its Replication Study in October 1978. But not until August 1979, were funds secured to conduct the WLN Feasibility Substudy. The report of this work was published January 31, 1980, as: "British Columbia Library Network; A Study of Feasibility." The report concludes that it is economically viable for BCUC to replicate the WLN System in British Columbia. Unfortunately, we have encountered more delays in the decision process.

Subsequent to the initiation of the WLN Study, the DOBIS System made an active appearance in Canada. Because IBM was actively marketing DOBIS, and because the National Library of Canada had successfully implemented DOBIS on a regular basis in late 1979, it was decided that a comparison of DOBIS and WLN would need to be made before a final recommendation to the B.C. Government could be made by BCUC. Our interest in WLN and our commitment to creation of a provincial system via replication continue as strong as ever despite this distressing elapse of time.

May I reqest your aid in the following areas:

1. Cataloguing Impact Study

   The BCUC Executive Committee has established an Ad Hoc Committee under the chairmanship of Mrs. Ann Turner (Head of Cataloguing, University of British Columbia Library) to examine the relative impact of implementation of DOBIS and WLN on the BCUC Member Libraries. This Committee will want to talk to you and visit the State Library in the next several weeks.

2. Pilot Project

The Replication Study calls for the establishment of a pilot project this summer with the system chosen for replication. BCUC needs to collect information to enable it to load UTLAS records into the replicated facility. Could you help me produce a cost estimate to run a pilot project at WLN? This will need to be completed in the next month.

3. Public Libraries RECON Project

The Provincial Secretary has allocated funds for public libraries to convert their manual catalogue files. Could WLN support this activity? Could you help me to estimate the cost?

4. WLN attendence at BCUC Review of the DOBIS-WLN Comparison

Would you be able to attend a BCUC Meeting which is reviewing the DOBIS-WLN Comparison? One meeting has been set for June 18 here in Richmond, B.C.

Let me close by saying that BCUC continues to be seriously interested in pursuing the replication of the WLN System. I hope that you will be able to support us in this endeavor.

Sincerely,

Paul E Baldwin.

Paul E. Baldwin,
Director, BCUC

c.c: David Williams, Chairman, BCUC Management Committee
Derek Francis, Chairman, BCUC Operations Committee
Ann Turner, Chairman, BCUC Subcommittee on Bibliographic Standards and Union Catalogue Design

PEB/klb

STATE OF
WASHINGTON

Dixy Lee Ray
Governor

WASHINGTON LIBRARY NETWORK
Washington State Library, AJ-11, Olympia, Washington 98504 206 753-5595

June 10, 1980

JUN 17 1980

Mr. Paul Baldwin, Director
British Columbia Union Catalog Project
7671 Alderbridge Way
Richmond, B.C. CANADA
V6X1Z9

Dear Paul:

Thank you for your letter of May 20, 1980. I will be glad to work with you to determine the costs of a Pilot Project and of a Public Libraries RECON Project through WLN.

1. Pilot Project

I have been examining the amount of work that would need to be done in order to transfer holdings statements from your UTLAS records to corresponding WLN records. There would be some programming and testing required, which would be billed at our standard rates. We are unable to schedule such work over the next three months with existing staff. The work could probably be done by a consultant, however. We need to discuss this option, which, of course, would have a bearing on the cost.

The processing charges for such matching and adding of holdings would be U.S. $.06 per match, plus the cost of deriving the summary holdings information from the BCUC record, at most, a few cents for each holdings records.

The addition of records not matched in the WLN data base is dependent upon the quality of the records. If they meet current WLN input standards, there would be a U.S. $.16 charge each. If they must be reviewed and/or upgraded, the cost would be higher.

WLN has a strong interest in pursuing this test. We would hope to be able to exchange data with BCUC regardless of the outcome of your system decision, perhaps with grant support.

2. Public Libraries RECON Project

WLN is currently adding a significant number of non-LC originated cataloging records to its data base. This should improve the hit rate for a large retrospective conversion project of the kind proposed in B.C. We would be able to process brief records input according to our standard WYLBUR format (see attached) at U.S. $.06 per match per library and U.S. $.01 per non-

match. These records could be supplied to us on magnetic tape, or entered on-line from terminals connected to our system. The latter would entail additional charges, of course, for terminal service and lines.

I would be pleased to attend BCUC meetings as it is appropriate, including the one scheduled for June 25. We will continue to work with you or any other representative of BCUC in order to help you reach your goal of a functioning, useful, and affordable library network facility for the Province.

Sincerely,

Raymond DeRose, Manager
Development and Library Services

RDB:log

Enclosure

WASHINGTON LIBRARY NETWORK

WLN BATCH RETROSPECTIVE CONVERSION INPUT STANDARDS AND DATA CONVENTIONS

WLN'S batch retrospective conversion procedures will allow Participants to enter either brief or full recon records for monographs into WYLBUR, an on-line text editing system available through WLN terminals. Retrospective serials and films holdings must be entered on-line, they cannot be entered through batch recon procedures. Search keys will be created from the Participants' input and the recon records will then be matched against the bibliographic data base. When there is an exact match between a recon record and a data base record, the library's call number, which is a data element in the recon record, will be added to the Summary Holdings File. The Participant will receive as a result of the matching process several printouts: (1) a list of recon records and the data base records they matched and for which holdings were added; (2) a list of recon records which did not match; and (3) a list of recon records and multiple data base records which were matches. The lists will be sorted in the same order in which the recon records were input by the Participant.

A Participant may pursue one of several procedures in the conversion process:

1. Brief recon records for LC MARC and on-line searching for pre-MARC and non-MARC

The Participant can input a brief recon record (LCCN and call number) for known LC MARC records. Call numbers will be added to Summary Holdings for matches.

For pre-MARC and presumed non-MARC cataloging records to be converted, the Participant can do on-line searches to determine if an appropriate bibliographic record is available in the data base.

If there is a record in the data base, the exact RID and the library's call number can then be input through WYLBUR. Call numbers will be added in batch to Summary Holdings.

If there is no bibliographic record found in the data base, through the on-line search, the Participant can either (1) input the full bibliographic record through the WLN Input/Edit Module or (2) input a full recon record (LCCN, title key, edition key, publisher key, date key, and call number) through WYLBUR. The full recon records can be matched against the data base periodically at the request of the Participant and call numbers will be added to Summary Holdings as matches are found. The $.01 per record searched will be charged each time a record is matched against the data base.

2. Brief recon records for LC MARC and full recon records for batch searching for pre-MARC and non-MARC

The Participant can input a brief record (LCCN and call number) for known LC MARC records. Call numbers will be added to Summary Holdings for matches.

For pre-MARC or presumed non-MARC cataloging records to be converted (or a subset of those), a full recon record (LCCN, title key, edition key, publisher key, date key, and call number) can be input through WYLBUR. The full recon records will be matched against the data base and call numbers will be added to Summary Holdings for matches. If an LCCN is present in the recon record it will be matched first. If there is no hit on the LCCN, the full record will be matched.

3. Full recon records

The Participant can input full recon records for all cataloging records to be converted to insure that non-matches will not have to be handled a second time. This procedure may be appropriate if the library has already done initial on-line conversion.

DATA ENTRY CONVENTIONS

There will be two levels of recon records, the brief record and the full record, which will consist of a minimum of two data elements and a maximum of six. All of the data elements should be input if available on the source record. If present they must be entered in the following order:

	Full recon record	Brief recon record
(1)	Title key	
(2)	LCCN	LCCN or RID
(3)	Call number	Call number
(4)	Publisher key	
(5)	Date key	
(6)	Edition key	

Examples of brief recon records:

≠7411941≠029.7 INFORMA
≠729160≠581 T[illegible]

Examples of full recon records:

information systems≠≠Z699.A1A14 1975≠greenwood≠75
the secret life of plan≠≠D650.T65 1973≠harpers≠73

114.

(1) Each data element except the last will be followed by a delimiter (≠).

(2) There will be no spaces before or after the delimiters.

(3) If a data element is not present the delimiter which would follow it will still be input to hold the place for the missing data element.

(4) If final data elements are missing, trailing delimiters will not be input.

(5) Data will be entered in either upper or lower case except in the call number. The call number must be entered exactly as it is to appear in Summary Holdings.

(6) If a recon record must be continued on a second line, the last character of the first line will be a hyphen. There should not be a space preceding the hyphen. If the line break occurs between two words, the first character on the continuation line will be a space.

TITLE

(1) Input 20 characters from the short title and subtitle including spaces between words. A space counts as one character. If the last character is a space, do not input the space before the delimiter. If the title is less than 20 characters, the title key will not be 20 characters.

ex.	information systems≠	Title: Information systems
	vancouver recalled a≠	Title: Vancouver recalled : a pi ...
	evaluation and contr≠	Title: Evaluation and control of ...

(2) Input initial articles.

ex.	the welfare family a≠	Title: The welfare family and ...

(3) Delete diacritics and punctuation except hyphens and close up spaces. Count 20 characters after punctuation and diacritics are deleted. Delete an ampersand (&) and the space following it.

ex.	policies procedures≠	Title: Policies & procedures for ...
	all aboard with e m≠	Title: All aboard with E. M. Frimbo
	websters american bi≠	Title: Webster's American biography

(4) Delete hyphens. If a hyphen is followed by a lower case letter, then enter the hyphenated word as a single word. If a hyphen is followed by an upper case letter, then enter the hyphenated word as two words.

ex.	candlelight stories≠	Title: Candle-light stories
	the un americans≠	Title: The Un-Americans

LCCN or RID 115.

(1) Input without hyphens.

(2) Input leading zero's in first portion of LCCN or RID.

ex. 091256≠

(3) Delete leading zero's in second portion of LCCN or RID.

(4) Input prefixes with no spaces.

(5) Delete suffixes.

CALL NUMBER

(1) Input in upper and lower case as required by the classification scheme.

(2) Follow input conventions as described in the MLN Summary Holdings Maintenance Manual and Technical Bulletin 68 on LC call number formatting.

PUBLISHER

(1) Input the first full word, up to 10 characters.

ex.	universit/≠	Publisher: University of Chicago ...
	for≠	Publisher: For sale by Supt. ...
	dist≠	Publisher: Dist. by ...
	distribute≠	Publisher: Distributed by ...
	the≠	Publisher: The Institute

(2) If first word is not 10 characters, do not add space and next word.

ex. little≠ Publisher: Little, Brown

(3) Delete initials.

ex. barnes≠ Publisher: A. S. Barnes

(4) Delete all punctuation and diacritics except hyphens.

(5) Hyphens should be replaced with spaces. The word following a hyphens will not be input.

ex. mcgraw≠ Publisher: McGraw-Hill

116.

DATE

(1) Input last two digits of date of publication. This data will be matched against the DATE 1 in the fixed field of bibliographic records. See the Data Preparation Manual-Books for more information on DATE 1.

Examples:

1966	66	1968, 1969 printing	68
1966 or 67	66	1968c, 1969 printing	68
1966?	66	1967, 1966c	67
1967/68	67	1966 First published in 1913	66
1968 printing	68	1967 Reprint of the 1929 edition	67

EDITION

(1) Input 8 characters of the edition including spaces between words. Replace hyphens with spaces and count as characters.

ex. 2d ed rev Edition: 2d ed., revised

(2) Input as is on source copy, do not abbreviate or spell out abbreviated words.

(3) Delete all punctuation and diacritics except hyphens and close up spaces.

COMMENT LINES

Additional lines of text may be added to MYLBUR Recon input which are to be read by humans rather than processed by the machine. Comment lines could be added to indicate: Comment lines will appear on all printed lists generated as a result of the matching of Recon records with the data base this will insure that they are available regardless of the status of a record after the matching has been done.

The first character of each comment line must be an asterisk (*).

APPENDIX B: PRICE LISTS AND QUOTATIONS

WASHINGTON LIBRARY NETWORK

SCHEDULE OF CHARGES FOR COMPUTER SYSTEM SERVICE
1979-80

Effective July 1, 1979 through June 30, 1980
Approved by the Washington Data Processing Authority 7 March, 1979 and by
The Washington State Library Commission 8 March, 1979

A. NON-RECURRING CHARGES

1. Equipment Purchase

a)	Terminals. CRT units produced to WLN specifications, these are the only terminals that WLN supports on multi-drop, leased lines. Both may be used for inquiry, acquisitions, entering of holdings, requesting of cataloging products.	
	1) Bibliographic Terminal. For input/edit and inquiry use (required for former), with printer interface, ALA character set, and two-screen memory.	$3,500.00 each *
	2) Inquiry Terminal. With printer interface and single-screen memory.	2,700.00 each *
b)	Printer. For attachment to either of the above via parallel interface.	3,300.00 each *
c)	Modem. Penril Multi/4800, required for WLN multi-drop leased lines.	2,420.00 each *
d)	Modem Contention Unit. Penril MCU, to allow multiple terminals to be attached to a single modem. Will support up to four terminals with 50-foot cables. Can be chained, to allow up to 16 terminals per modem, one MCU for every three terminals except for the last MCU, which will support up to four.	450.00 each *
e)	Special Equipment. If circumstances require special modems, etc.	WLN cost plus 10% *

* 5.3% Washington State Sales Tax must be added by Participants within the State of Washington.

2. Equipment Installation. Charged for initial installation and for any subsequent reinstallation due to a change in equipment location. Non-Washington libraries note item (f).

a)	Terminal.	$100.00 each *
b)	Modem.	100.00 each *
c)	Modem Contention Unit (charge exempt if installed at same time as modem).	100.00 each *
d)	Printer (charge exempt if installed at same time as terminal).	100.00 each *
e)	Special Equipment.	at cost
f)	For installation outside of State of Washington, add equipment shipping charges and transportation and per diem for WLN staff.	

3. Extra copies of manuals (one copy of each appropriate manual will be supplied to a new Participant). at cost *

4. Staff time to develop and implement special product requirements. 22.00 hour

B. RECURRING CHARGES -- GENERAL

1. Terminal Service. A monthly fee which covers all terminal and modem maintenance, computer port charges, and basic use of the system. Assessed on a per terminal basis for leased-line terminals.

a) Within Washington State. Includes telecommunication line costs. 180.00 month/terminal**

b) Outside of Washington State

1) Basic fee, per terminal 140.00 month/terminal

2) Telecommunications line charges.

- Installation. cost plus 20.00 line
- Monthly service. cost plus 10.00 line per month

These may be prorated by terminal.

3) Shipping charge for equipment that must be sent to WLN maintenance facility for service. cost plus 5.00/shipment

2. Maintenance Fee for Printer Attachment. 30.00 month *

* 5.5% Washington State Sales Tax must be added by Participants within the State of Washington.

** Sales tax applies to $140 only.

C. RECURRING CHARGES - BIBLIOGRAPHIC SUBSYSTEM

1. On-line Use	Collection 1 (Authority-Controlled)	Collection 2 (Recon)
a) Addition of Summary Holdings to record already in data base (HNEW command. For collection 1, includes 2.5 Inquiry Searches).	$1.60 record	$1.90 record
b) Addition of Summary Holdings with upgrade of recon record to Collection 1.	not appl.	.12 record
c) Request for Catalog Card(s) (RCP command, except for labels only).	.15 request	.30 record
d) On-line Input of Bibliographic Record (includes for Collection 1 three inquiry searches and one RCP. For Collections 1 and 2 includes the addition of one summary holding).	.14 input	.30 input
e) Inquiry, except for searches allowed in Addition of Summary Holdings (C-1-a, above), On-line Input (C-1-d,above), and Order (E-1-a,below). Includes FIND, TERM, SELECT, HOLD, DH, ACQ, WORK, WAIT, BROWSE, and SCOPE** commands. FIND command which reference the results of a previous TERM search will not be charged.	.069 transaction	.069 trans.
f) Special Projects.	at cost	at cost

2. Batch (Off-line) Use	Collection 1 (Authority-Controlled)	Collection 2 (Recon)
a) Addition to Data Base of Summary Holdings and/or Bibliographic Records. Summary Holdings alone may be input via magnetic tape,		

** To be implemented during 1979-80.

	Collection 1 (Authority-Controlled)	Collection 2 (Recon)
disk, tab card, or OCR sheets in a format specified by WLN. Bibliographic Records may be input via magnetic tape, in a format acceptable to WLN. Applies to retrospective conversion activity only.		
1) Search WLN Data Base.	.01 input record	.01 input record
2) Addition of Summary Holdings.	.03 match	.058 match
3) Addition of Bibliographic Record, including Summary Holdings.	.05 record	.12 record
4) Addition of Bibliographic Record, including Summary Holdings, if over 95% of records in run meet full WLN format and authority standards.	.03 record	not applicable
5) Printed Reports on any of the above.	at cost	at cost
b) Printed Catalog Products.		
1) Catalog Cards.	.055 card	.055 card
2) Label sets.	.055 set	.055 set
3) Bibliographies (Off-line), mailed next day. (One copy only)	1.00 each plus .05 title	

c) WLN Resource Directory. Microform union catalog of WLN Participant holdings. Separate Author, Title, and Subject listings with brief form catalog entries. Keyed to Register listing of full catalog entries, in sequence number order. On 42X microfiche.**

** Price and publication pattern not yet determined.

d) COM Catalogs. For individual WLN Participants or groups of Participants. Same format as Resource Directory, but optionally available in 42X microfiche or 16mm film for COM reader. With or without Register.

1)	Processing, with Summary Holdings.	.04 title with $750 minimum per production run
2)	Processing, with Detailed Holdings.	price not yet determined
3)	Fiche copies.	.15/each
4)	16mm film copies	price not yet determined
5)	Two-week cumulating title listing on 42X fiche. New cumulation every quarter. May be obtained separate from full COM catalog.	$39.50 year
6)	Special equipment.	at cost plus 10%

e) Magnetic Tape Service.
Tape of catalog records in MARC format of records to which a Participant has added its holdings symbol. The tape may contain either Participants' full machine-readable catalog or titles added during a specific period. Minimum interval: Bi-weekly.

1)	With Summary Holdings.	$75.00 tape plus .005 record
2)	With Summary Holdings and Institutional-dependent data.	75.00 tape plus .12 record
3)	With Detailed Holdings. **	75.00 tape plus .10 record
4)	With Detailed Holdings ** and Institutional-dependent data.	75.00 tape plus .22 record

D. RECURRING CHARGES - DETAILED HOLDINGS

Phase I of the Detailed Holdings Subsystem development allows the input and maintenance of copy-level data on the main computer. It does not provide for serials check-in. Phase I will be implemented during 1979-80. Participants are required to enter current acquisitions into Summary Holdings even if they are using the Detailed Holdings facility.

1. Addition of Detailed Holdings

a)	Using DHNEW command.	.12 copy

** To be implemented in 1979-80.

b)	Using DHMULT command.	.10 copy
c)	Automatic generation of Summary Holdings from Detailed Holdings input.	1.60 record
2.	Modification of Detailed Holdings Record.	.05 transaction
3.	Deletion of Detailed Holdings Record.	.05 record

See C-2, d and e for Batch Detailed Holdings Products

WASHINGTON LIBRARY NETWORK

E. RECURRING CHARGES - ACQUISITIONS SUBSYSTEM

1. On-line

a)	Order. Based upon entering of In-Process Record, creation of unlinked order, or movement of Standing Order to In-Process file. Includes on-line update support as well as full fund accounting. Also includes 3.5 Inquiry Searches.	$1.05 order
b)	Monthly Standing Order Storage	.0035 record per month

2. Batch

a)	Order form (two-part WLN form)	$ .15/each
b)	Claim letter (WLN form)	.18/each
c)	Receiving report: Proof	.18/each
	Final (on WLN form)	.24/each
d)	Purchase Order List (one copy)	.02/entry
	extra copies	.003/entry
e)	Title index to In-Process file (one copy)	.02/entry
	extra copies	.003/entry
f)	Detailed Encumbrance Report	.02/each
g)	Vendor Report	.05/each
h)	Processing Slips	.07/each
i)	Notify Report	.05/each
j)	Account Status Report	2.00/week
k)	Copy to History	
	1) Paper	.08/record
	extra copies	.012/record
	2) Microfiche (42X)	.08/record
	extra copies	.0006/record
l)	Other	at cost

NOV 10, 1980 BCUC SAMPLE 3270 CONFIGURATION PAGE 1

UNIT	MDL/FC	DESCRIPTION	QTY	MAC	PURCHASE	MMMC	MON. LEASE CHARGES MLC2
3274	C01	CONTROL UNIT	2	1156.00	38000.00	242.00	982.00
	2800	POWER 120V 60HZ 1 PHASE	2	NC	NC	NC	NC
	2924	AMERICAN ENGLISH NOMENCLATURE	2	NC	NC	NC	NC
	3701	EXT MOD ADAPTER	2	36.00	1160.00	14.10	30.00
	6302	COMMON COMM ADAPTER	2	36.00	1302.00	8.90	30.00
	6901	TERM ADAPTER TYPE A1	2	106.00	3650.00	8.20	90.00
	9011	ALTERNATE MAILING ADDRESS	2	NC	NC	NC	NC
	9890	120 VOLT AC LOCK PLUG	2	NC	NC	NC	NC
*			*				
	C01	: TO AVOID WTAAS MAT ERROR, DO NOT USE FEATURE 2800, AND SPECIFY THE ATTACH FEATURE.					
*			*				
				1334.00*	44112.00*	273.20*	1132.00*
		(PURCHASE OPTION - 55 PCT)					
3278	002	DISPLAY STATION	30	3090.00	102000.00	562.50	MLC2 2610.00
	2800	POWER 120V 60HZ 1 PHASE	30	NC	NC	NC	NC
	2956	KB/PR LANG. US ENGLISH	30	NC	NC	NC	NC
	4621	75 KEY TYPWR	30	540.00	20340.00	105.00	450.00
	9890	120 VOLT AC LOCK PLUG	30	NC	NC	NC	NC
*			*				
	2800	: TO AVOID WTAAS MAT ERROR, DO NOT USE FEATURE 2800, AND SPECIFY THE ATTACH FEATURE.					
*			*				
				3630.00*	122340.00*	667.50*	3060.00*
		(PURCHASE OPTION - 55 PCT)					

RECON ALTERNATIVES

125.

UNIT	MDL/FC	DESCRIPTION	QTY	MAC	PURCHASE	MMMC	MON. LEASE CHARGES MLC2
3287	002	PRINTER	2	658.00	17490.00	170.00	558.00
	2756	TERM. LANG. US ENGLISH	2	NC	NC	NC	NC
	2800	120V ALTERNATE CURRENT 1 PHASE	2	NC	NC	NC	NC
	2924	AMERICAN ENGLISH NOMENCLATURE	2	NC	NC	NC	NC
	4110	FRICTION FEED PAPER HANDLING	2	.00	.00	NC	.00
	8331	ATT FEA ON 3287	2	16.00	478.00	1.30	12.00
	8700	VAR WIDTH FORMS TRACTOR	2	16.00	430.00	1.30	12.00
	9082	CHAR SET EBCDIC	2	NC	NC	NC	NC
	9522	1920 CHAR PRINT OPER	2	NC	NC	NC	NC
	9551	3274 1-C ATT	2	NC	NC	NC	NC
	9890	120 VOLT AC LOCK PLUG	2	NC	NC	NC	NC
				690.00*	18398.00*	172.60*	582.00*
		(PURCHASE OPTION - 55 PCT)					
		HARDWARE TOTALS		5654.00*	184850.00*	1113.30*	

RECON ALTERNATIVES

SYSTEM TOTALS	5654.00*	184850.00*	1113.30*

MONTHLY LEASE CHARGE 2 YEARS TOTAL 4774.00*

TOTAL SYSTEM MINIMUM MONTHLY CHARGE:
THE TOTAL SYSTEM MINIMUM MONTHLY CHARGE EXCLUDES PURCHASE ONLY MACHINES, AND SINGLE USE CHARGES FOR MACHINES AND PROGRAM PRODUCTS. THE TOTAL SYSTEM CHARGE IS CALCULATED BY TOTALLING THE LOWER OF EITHER THE MRC OR THE MINIMUM MLC FOR EACH MACHINE AND THE MONTHLY CHARGE FOR PROGRAM PRODUCTS.

THE PRICES STATED ARE FOR YOUR INFORMATION ONLY AND ARE SUBJECT TO CHANGE. APPLICABLE TAXES ARE NOT SHOWN. PURCHASE OF IBM MACHINES WILL BE BY AGREEMENT SUBSEQUENTLY SIGNED BY THE PURCHASER AND IBM, WITH THE PRICES GOVERNED BY THE PRICE PROTECTION PROVISIONS THEREIN. RENTAL OF IBM MACHINES WILL BE BY AGREEMENT SIGNED BY THE CUSTOMER AND IBM EITHER PRIOR TO OR SUBSEQUENT TO THIS DATE: NOV 10, 1980.

NC - NO CHARGE

UNIT	MDL/FC	DESCRIPTION	QTY	MAC	PURCHASE	MMMC	MON. LEASE CHARGES MLC2
3276	002	CONTROL UNIT DISPLAY STA	1	293.00	9540.00	53.00	249.00
	2800	POWER 120V 60HZ 1 PHASE	1	NC	NC	NC	NC
	2924	AMERICAN ENGLISH NOMENCLATURE	1	NC	NC	NC	NC
	2956	KB/PR LANG. US ENGLISH	1	NC	NC	NC	NC
	3701	EXT MOD INTERFACE	1	17.00	548.00	6.60	14.00
	4621	75 KEY TPWR KYBD	1	18.00	678.00	3.50	15.00
	6302	COMM FEATURE WO BUS CL	1	17.00	615.00	4.15	14.00
	6340	SECURITY LOCK	1	47.00 S	N/O	T+M	47.00 S
	9491	PRIV NON SWITCH NETWORK	1	NC	NC	NC	NC
				345.00*	11381.00*	67.25*	292.00*
		(PURCHASE OPTION - 55 PCT)					
3287	002	PRINTER	1	329.00	8745.00	85.00	279.00
	2756	TERM. LANG. US ENGLISH	1	NC	NC	NC	NC
	2800	120V ALTERNATE CURRENT 1 PHASE	1	NC	NC	NC	NC
	2924	AMERICAN ENGLISH NOMENCLATURE	1	NC	NC	NC	NC
	4110	FRICTION FEED PAPER HANDLING	1	.00	.00	NC	.00
	8331	ATT FEA ON 3287	1	8.00	239.00	.65	6.00
	8700	VAR WIDTH FORMS TRACTOR	1	8.00	215.00	.65	6.00
	9082	CHAR SET EBCDIC	1	NC	NC	NC	NC
	9522	1920 CHAR PRINT OPER	1	NC	NC	NC	NC
	9552	3276 1-4 ATT	1	NC	NC	NC	NC
	9891	120 VOLT AC NON LOCK PLUG	1	NC	NC	NC	NC
				345.00*	9199.00*	86.30*	291.00*
		(PURCHASE OPTION - 55 PCT)					
		HARDWARE TOTALS		690.00*	20580.00*	153.55*	

RECON ALTERNATIVES

SYSTEM TOTALS	690.00*	20580.00*	153.55*

MONTHLY LEASE CHARGE 2 YEARS TOTAL	583.00*
SINGLE USE CHARGE TOTAL	47.00*

TOTAL SYSTEM MINIMUM MONTHLY CHARGE: 583.00*

THE TOTAL SYSTEM MINIMUM MONTHLY CHARGE EXCLUDES PURCHASE ONLY MACHINES, AND SINGLE USE CHARGES FOR MACHINES AND PROGRAM PRODUCTS. THE TOTAL SYSTEM CHARGE IS CALCULATED BY TOTALLING THE LOWER OF EITHER THE MRC OR THE MINIMUM MLC FOR EACH MACHINE AND THE MONTHLY CHARGE FOR PROGRAM PRODUCTS.

THE PRICES STATED ARE FOR YOUR INFORMATION ONLY AND ARE SUBJECT TO CHANGE. APPLICABLE TAXES ARE NOT SHOWN. PURCHASE OF IBM MACHINES WILL BE BY AGREEMENT SUBSEQUENTLY SIGNED BY THE PURCHASER AND IBM, WITH THE PRICES GOVERNED BY THE PRICE PROTECTION PROVISIONS THEREIN. RENTAL OF IBM MACHINES WILL BE BY AGREEMENT SIGNED BY THE CUSTOMER AND IBM EITHER PRIOR TO OR SUBSEQUENT TO THIS DATE: NOV. 19, 1980.

NC - NO CHARGE
N/O - NOT OFFERED
S - SINGLE USE CHARGE NOT INCLUDED IN TOTAL
TM - TIME AND MATERIALS

2nd draft

December 4, 1979

130.

PRICE LIST FOR DOBIS SERVICES
NOVEMBER 1979

1. Ongoing Charges

1.1 Terminal connect time

$3.00 per terminal per hour while signed onto DOBIS

1.2 On-line usage

$0.01 per pressing "enter" on the terminal

1.3 Local information storage

$0.0075 per 1,000 characters per month of storage allocated to local files (for example, local document files, local access point files, local shelf list files, local holdings files, product queues, etc.)

1.4 Communications

$400.00 per line per month for communications within the National Capital area.

One communication line will be required for each cluster of terminals at a user sight. A cluster can have up to twelve or so terminals and the terminals must be in a radius of approximately 500 metres from the cluster controller.

Contact your DOBIS liaison officer for communications costs for terminals outside the National Capital area. It is likely that such installations will not be feasible until Datapac is installed on the DOBIS computer, unless a high volume of system use is possible from the remote location. Datapac is scheduled to be installed at the DOBIS computer in the NRC Computation Centre during the fall of 1980.

1.5 Products

$0.40 per record for up to the first 1,000 records selected in a selection run

$0.20 per record for the next 5,000 records selected in a selection run

$0.10 per record for the next 10,000 records selected in a selection run

$0.05 per record for the next 24,000 records selected in a selection run

$0.02 per record for more than 50,000 records selected in a selection run

Catalogue cards
$10.00 per production cycle
$0.05 per card

Magnetic tapes
$10.00 per submission
$6.00 per tape
$0.01 per record

Other printed or microfiche products:
$0.064 per generation of a register entry
$0.014 per generation of an index entry
$0.011 per relisting of a register entry
$0.007 per relisting of an index entry

For computer printed products:
$10.00 per submission
$0.11 per page for standard one-part forms
$0.13 per page for 2-part forms
$0.14 per page for 3-part forms
$0.15 per page for 4-part forms

For microfiche products:
$5.00 for set-up per submission
$4.04 per master microfiche (42X fiche with 324 8½ x 11" pages (frames) or in "scroll" format of 36 continuous columns of entries per fiche, without frames)
$0.20 per fiche copy (with coloured headers if desired)

48X and 72X fiche are also available as well as COM film. Contact your DOBIS liaison officer for a price list.

For photocomposed products:

	Roman type font		
	6pt	7pt	8pt
Cost per page			
Register	$17	$12	$10
Indexes	$20	$16	$12

Note that the record selection charge applies to all products. However, a record can be selected for more than one product at one time (eg. for products having an identical production cycle); and, a record does not necessarily have to be reselected for cumulating products (such as a cumulating COM catalogue).

The charges for generation and relisting register and index entries apply to all printed, microfiche and photocomposed products. Definitions are as follows:

132.

- generation of a register entry. This involves formating a bibliographic record for an output product.

- generation of an index entry. This involves formating an index entry for an output product. Index entries point to register entries.

- relisting of a register entry. This involves reusing (from the previous cycle of the output product) the previously formatted bibliographic record. There is no record select charge for a relisted register entry. Normally a record is relisted if it has not undergone significant changes since the previous cycle of the product was produced. The user library decides, on a global basis by type of change, or on an individual record basis whether to reselect or relist changed records for a product.

- relisting of an index entry. This involves reusing (from the previous cycle of the output product) the previously formatted index entry.

Contact your DOBIS liaison officer for additional details.

1.6 Off-line loads of user files

Analyst charges for any non-standard format requirements for the load (see consulting/analyst charges) will be levied. After examining your format, your DOBIS liaison officer will supply a quotation.

1.7 Consulting/Analyst Services

For library specific enhancements to the system

Senior consultant per hour	$34.00
Consultant per hour	$30.00
Analyst per hour	$25.00
Junior programmer per hour	$20.00

1.8 Membership Fee

$1,000 per year

For DOBIS user documentation and updates, initial training, (use of "test" system), pilot training and support, technical set-up etc.

1.9 Terminals (if rented)

It is the responsibility of user libraries to order and pay the hardware vendor for terminals. The Library Systems Centre is prepared to provide details and support in selecting terminal hardware that is compatible with DOBIS. Prices will vary depending on the hardware selected and on the configuration of terminals at the user site, but should range from $100 to $300 per CRT terminal per month, and from $140 to $300 per printer per month.

Terminal hardware maintenance charges are also the direct responsibility of user libraries, and should be about 1% of the terminal purchase price per month (whether the terminal hardware is rented or purchased).

2. One-time charges

Terminals (if purchased)

It is the responsibility of user libraries to order and pay the hardware vendor for terminals. The Library Systems Centre is prepared to provide details and support in selecting terminal hardware that is compatible with DOBIS. Prices will vary depending on the hardware selected and on the configuration of terminals at the user site, but should range from $2,000 to $8,000 per CRT terminal or printer.

Terminal installation charges are also the direct responsibility of user libraries, and should range from zero to $60 per terminal (whether the terminal hardware is rented or purchased).

UTLAS

SCHEDULE OF CHARGES

For non-commercial institutions
April 28, 1980

ITEM		
	ON-LINE SERVICES	
	CATALOGUE SUPPORT SYSTEM (CATSS)	
1	On-line service per terminal hour for first 44 hours per billing period (measured in minutes with a minimum of 10 min. per service)	9.68
	Discount for volume use calculated per billing period	
	next 44 hours per terminal hour	1.08
	next 44 hours per terminal hour	2.15
	next 44 hours per terminal hour	3.23
	over 176 hours per terminal hour	4.30
	On-line searching and record display (bibliographic and authority)	
	Searching by:	
	ASN, RSN	no charge
2-	Precise access key (LCCN, ISBN, ISSN, precise title, local accession number) per entry	.0108
3-	Browsable access (author, title, subject) per entry	.0323
4-	Keyword access per entry	.0538
5-	Combinations using Boolean operator ("and", "or", "not") per operator	.161
	Display of:	
6-	Source bibliographic records per record	.161
7-	Source authority records per record	.0538
8-	Other record (except client's own) per record	.108
9-	One line citation (displayed when record searched through browsable or keyword index) per citation	.0215
	Record derivation	
10-	Creation of a record from a source or other library record, or addition of a library code to a union file per record	.484
11	or per WHO code (union [illegible]	[illegible]
	Record processing	
12	Use of File or Store command (includes edit list command if applicable) per command	.215
	with product per command	.323
14-	No on-line access updating (NOIND) Command) per command	.161
15-	with product per command	.269
	Surcharges	
	Each browsable index heading added, changed or deleted, does not apply under New File Architecture. (also creates and maintains mini-record)	
16-	bibliographic records per heading	.0215
17-	authority records per heading	.0538
	Each keyword added, changed or deleted, does not apply under New File Architecture	
18-	bibliographic records per keyword	.00108
19-	authority records per keyword	.00269

ITEM		
20-	Record validation by authority facility per record validated	.0538
21	MEMORY facility per programme executed	.0753
22	REFERENCE CATSS (REFCATSS)	
	per terminal hour	32.30
	NOTE: REFCATSS terminals are included in CATSS terminal registration and terminal hours are included with CATSS on-line hours in calculating discounts. Institutions requiring separately registered REFCATSS terminals are charged $538 per month minimum for REFCATSS services.	
	STANDARD PRODUCTS	
	Edit lists or data sheets	
23/27	one-time set-up	108.00
24/28	per production cycle	2.15
25/29	per record	.0430
	Catalogue cards (includes headings and call number)	
31-	Sets: one-time set-up	806.00
32-	per production cycle	8.06
33-	per card	.0591
	Streams: (ready for filing by receiving catalogue)	
34-	one-time set-up	1,080.00
35-	per production cycle	8.06
36-	per card	.0645
	Shelf list card only:	
37-	one-time set-up	269.00
38-	per production cycle	8.06
39	per card	[illegible]
	Discounts for volume use over 10,000 cards are calculated per billing period as follows: Less 10% per card for next 10,000 cards produced. Less 15% per card for all cards above 20,000 produced	
	Spine and pocket labels	
43/40	one-time set-up	269.00
44/41	per production cycle	3.23
45/42	per label	.0538
	Acquisitions lists	
46-	one-time set-up	269.00
47-	per production cycle - weekly	2.15
	- other frequency	6.45
49-	per entry	.0376
50-	per page	.108

ITEM	
Book form catalogues	
one-time set-up	538.00
per run	26.90
file selection and surcharge if applicable (see "Special Charges")	
per entry printed	.0215
per page printed	.108
Discounts for volume use above 100,000 entries per run are calculated as follows:	
for next 150,000 entries per entry	.00215
for next 250,000 entries per entry	.00323
for entries over 500,000 per entry	.00430
COM catalogues	
one-time set-up	538.00
per run	26.90
file selection and surcharge if applicable (see "Special Charges")	
per entry printed	.0215
physical COM production (see "Microfiche and film production")	
Discounts for volume use above 100,000 entries per run are calculated as follows:	
for next 150,000 entries per entry	.00215
for next 250,000 entries per entry	.00323
for entries over 500,000 per entry	.00430
Magnetic tape	
58- one-time set-up for regular production cycle (weekly or monthly)	215.00
special set-up	430.00
60- per run	22.60
61- plus per additional tape	16.10
62- (refund of $9.68 for each tape returned)	
63- per record	.0376
file selection if not regular production cycle and surcharge if applicable (see "Special Charges")	

14.

ITEM	
SPECIAL CHARGES	
Authorities (may apply to all daily and weekly products) additional per product command	.0108
Authorities (may apply to all bookform and COM products)	
64- per heading linked to authority file	.00323
File selection (may apply to cumulative products)	
when based on RSN range or any data in control fields, per 1,000 records or part thereof in database	5.38
surcharge for additional criteria (applied for each Boolean operator required) per 1,000 records or part thereof in database	1.08
Non-standard products and processing by quotation	
MICROFICHE & FILM PRODUCTION	
MICROFICHE	
Each master	4.90
Duplicate copies after acceptance	
1-10 copies of each master per copy	.20
11-25	.19
over 25	.18
Standard copies are on dark blue diazo with standard range of colour stripes.	
Other stock, where available, additional price per copy	.01
MICROFILM	
Master suitable for diazo copies to include security sub-master and acceptance copy per page	.016
Duplicate copies after acceptance	
1-10 copies of each master per 100 ft per copy	5.75
11-25	5.50
26-50	5.25
51-100	5.00
Over 100	4.75
Film loaded on user supplied reels with loader suitable for ROM III or LCR 1100 per reel	4.84
Printed index master suitable for ROM III or LCR 1100	48.40
per copy	1.08
Standard copies are on dark blue diazo	
All other stock by special quotation.	
CONSTRUCTION OF RETROSPECTIVE DATABASES (RECON)	
Set up	269.00
Run charge per batch	37.60
Scanning of OCR sheets (if required) per sheet	.323
Incorporations per search record	.161
or per full text record	.215
Searching and record merge per hit	.215

ITEM	
DATA STORAGE SECURITY AND MAINTENANCE	
83- Per year per file	2,690.00
or per year per participant in a shared file or per member of a consortium ($2,690 minimum)	538.00
85- Active storage per record per week	.010
Passive storage for files not part of New File	
86- Architecture per 1,000 records or part thereof in database per week	.860
COMMUNICATIONS PORT CHARGES (CANADIAN DOMESTIC)	
82- For each registered terminal using dial-up facility per week	11.80
88- For each Dataroute or hard wire terminal per week	3.23
89- (Where UTLAS is not the customer of record, staff time required to investigate and correct problems and to coordinate installations will be charged at $16.10 per hour)	
CONSULTING, TRAINING AND SPECIAL PROGRAMMING	
Consultancy is available for system and workflow planning, special communications	
90- Senior Consultant per hour	46.20
91- Consultant per hour	40.90
Computer analysts and programmers are available to provide special services and products. The time for use of computer testing facilities will be charged separately	
92- Analyst per hour	29.00
93- Programmer per hour	23.70
94- Junior programmer per hour	16.10
95- Computer testing facilities per hour	16.10
96- Changes to product profiles as per quotation	
97- Statistical analysis of user data as per quotation	
Training	
98- Initial setup of first account and training for CATSS user including 1 set of manuals (plus travelling and subsistence costs where applicable)	1,180.00
99- Setup of additional accounts per account	215.00
Setup of groups of accounts by special quotation	
101- Setup and training for REFCATSS including 1 set of manuals (plus travelling and subsistence where applicable)	323.00
102- Setup and training for Authorities (plus travelling and subsistence where applicable)	484.00
103- Additional training and support services as per quotation	

14

ITEM		
	MISCELLANEOUS	
104-	Storage of user's tapes per tape per week	.323
105-	Dispatch of products for first package in shipment	3.49
106-	plus for each additional package	1.34
107-	Additional copies of Terminal Operator's Guide (includes subscription to revisions)	26.90
108-	Additional copies of REFCATSS Guide (includes subscription to revisions)	10.80
109-	Additional copies of Record Format description (includes subscription to revisions)	5.38
110-	Carrying costs extra	
	DUPLICATING	
111-	Xerox copies on standard white bond	
	first five copies each	.108
	next five copies each	.0753
	additional copies each	.0215
	Double sided copying is charged for each side	
	BINDING	
112-	Gestetner plastic strip binding with plastic covers per volume	2.69
	ADDENDA	
	New items effective May 1, 1980	
	STANDARD PRODUCTS	
	KWIC index	
121-	one-time set-up	323.00
122-	per run	26.90
123-	per entry	.00538
124-	file selection and surcharge if applicable (see "Special Charges")	
	per page printed on paper	.108
	or	
	physical COM production (see "Microfiche & Film Production")	
	NOISE	
125-	per issue	21.50
	ON-LINE SERVICES	
	On-line searching and record display (bibliographic and authority)	
	Searching by:	
	ASN/RSN index	no charge
126-	Precise access key in VERIFY file	
	per entry	.0108
	Record Processing	
127-	MATCH command	
	per command	.0538
128-	Request for authority record to be sent to National Library of Canada	
	per NLCTAPE command	.323

PAYMENT TERMS

45 days net: .05% per day (19.58% per annum) service charge interest on overdue accounts.

For further information contact: Marketing UTLAS, 130 St. George Street, Room 8003, Toronto, Ontario, Canada M5S 1A5, Phone: 416/978-7171, Telex: 065-24479

MDS

MDS - CANADA LTD.

PROPOSAL

TO

B.C. UNION CATALOGUE PROJECT

FOR A

DATA ENTRY SYSTEM

MDS

VI PROPOSED KEY DISPLAY SYSTEM

Hardware Description

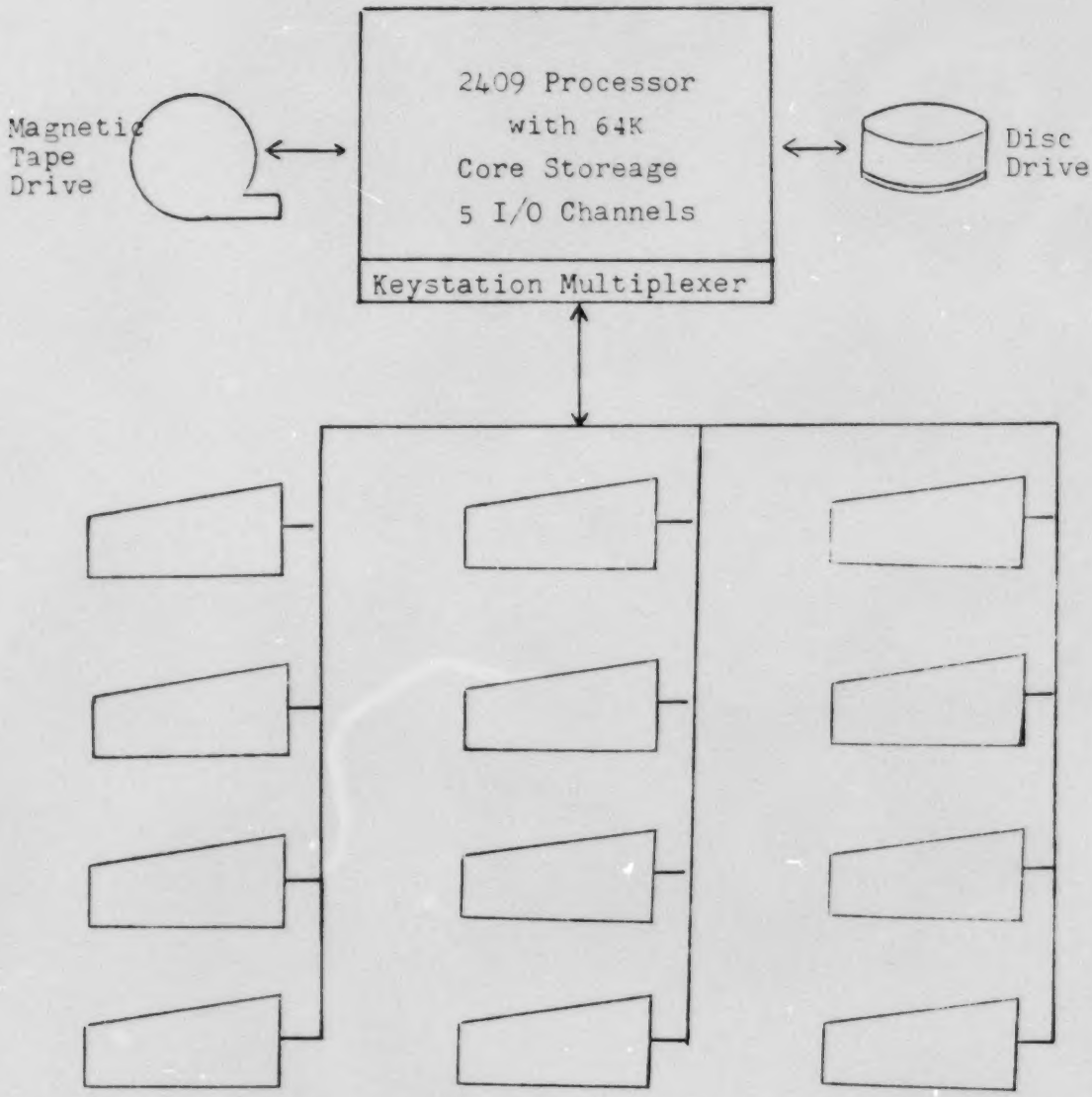
1. Processor with appropriate memory storage and software packages.
2. Disk storage drive with appropriate data storage.
3. Magnetic tape drive for output of data from the system.
4. Keystations with CRT screens and tables.

Optional equipment is outlined and priced separately.

** Detailed system operation is provided in the 2400 Supervisor Reference Manual.

MDS

PROPOSED CONFIGURATION
for
B.C. UNION CATALOGUE PROJECT



Maximum 24 x 2491 Keystations
(Up to 2000' from Central Processor)

MDS

Proposed Systems Cost

		Rental (2 Year)	Maint.
2409	Processor with 64K memory	$401.00	$281.00
2478	Disk Drive - 18.75MB	$428.00	$201.00
2437	800BPI Magnetic Tape Drive	$214.00	$116.00
2491	Keystations with tables	$ 46.00	$ 18.00
	SAMPLE: 15 station configuration	$1,733.00	$868.00

Alternate Configuration

Capable of supporting 32 keystations and unrestricted software utilization.

		Rental (2 Year)	Maint.
2410	Processor with 96K memory	$749.00	$208.00
2478	Disk Drive	$428.00	$201.00
2437	800BPI Magnetic Tape Drive	$214.00	$116.00
2491	Keystation with table	$ 46.00	$ 18.00

A complete line of peripherals is available, including communications controllers, printers, card readers and tape drives of different densities.

All prices are quoted F.O.B. Markham, Ontario.

MDS

Software Description

1. Key Display Operating System (KDOS)

KDOS is a turn-key system providing a foreground and background partition to support simultaneous activities. The foreground is always used for keyed data entry and verification functions. The processor provides all the controls of the keyboard, interacts with the operator and provides editing capabilities at various stages where desirable.

2. Self Interpreting Program Generator (SIP)

The SIP generator offers an additional capability to compliment the ready to use features available in KDOS. The user may write custom designed foreground and background edits, linked to the real time environment of KDOS.

SIP programs operate at four levels:

i) Page level for comprehensive validation and arithmetic during the keying cycle.

ii) Output level for reformatting and error checking during batch dump to tape or printer.

iii) Input level while reloading disk. (This also applies to data not generated on the Mohawk Key Display System).

iv) Edit level which is entered through search mode and permits modification to closed batches.

There are over 250 instructions in the SIP repertoire. The language is easy to learn and use. SIP programs are keyed as source batches on disk, then using the SIP compiler are compiled into object form. Programs may be accessed independently or simultaneously by one or all keystation operators.

* Detailed instructions are provided in the KDOS SIP Generator Reference Guide.

** Various software reference manuals on communication emulators are available on request.

MDS

VII SUPPORT AND IMPLEMENTATION

We at MDS - Canada Ltd. are very proud of the support staff that has enabled us to become a leader in the data entry marketplace.

1. Systems

   Software maintenance is provided by a national organization of Systems Engineers fully experienced in the development and maintenance of the Key Display Operating System. It is their function to distribute new software releases to installations, as well as handle special customer requests.

2. Training

   Operator and supervisory training is provided on site for all personnel free of charge by an experienced MDS instructress.

   Operator training usually progresses rapidly (four hours per operator). Supervisor or lead operator training usually encompasses one week. In this timeframe, test applications are set-up and hands-on experience is given. The instructress is available for pre-installation as well as post-installation assistance and will advise the customer technically of new features and capabilities on an on-going basis.

3. Customer Engineering

   The Vancouver branch has an experienced staff of seven fully trained 2400 system customer engineers. There is always available "on call", 24 hours a day, an engineer to assist with any emergency. The technical liaison support personnel located in Vancouver assists with any unusual software or hardware problems.

   A large parts inventory is kept in Vancouver to back up the hardware components at all installations. A Kennedy kit containing small spares and manuals is kept at the customer site.

MDS

Preventative maintenance is performed on a weekly basis at a time convenient to B.C. Union Catalogue Project. Response time in emergency calls is kept to a minimum, usually within 20 minutes.

The customer engineers first become involved with your installation by conducting a site survey. Although sites do not require any unusual environmental characteristics, placement of the system is determined to establish cable lengths and suitable operation.

It must be noted that the Mohawk Key Display System is a well supported, field proven data entry system. All hardware and software components are manufactured and supported by MDS.

4. Delivery

All equipment is shipped F.O.B. Markham, Ontario and delivery will be confirmed at time of order. Normal lead time is 8 - 12 weeks.

MDS

VIII CONCLUSION

We feel that this proposal warrants your careful consideration as it responds very well to the needs of economy, accuracy and timeliness in your data entry department.

Increased productivity will mean better response to the variations in the work load that exists. With it's additional capabilities the Mohawk Key Display System can be used to enhance the total computer facility through output of accurate data, better system management, programmable functions and possible future use of communications and printing.

We look forward to being of service to you and your staff at B.C. Union Catalogue Project.

APPENDIX C: SAMPLE METHODOLOGY DETAIL

B.C.UNION CATALOGUE

7671 Alderbridge Way
Richmond, B.C. Canada
V6X1Z9 Phone: (604) 273-9521

M E M O R A N D M May 8, 1980

TO: GVLF Directors

FROM: Leigh Swain, Systems Librarian

SUBJECT: Shelf-List Sample

Instructions for the shelf-list sample discussed at the GVLF Automation Committee are to be distributed in the next few days. Actually this will be only the first half of the procedure, with the remainder to be carried out the following week.

This process will not be complicated or particularly time-consuming, but does require prompt attention from all libraries. A delay from any one library will result in a delay for the entire project. As you know there is some urgency to complete the project as soon as possible so that GVLF can proceed with automation planning.

I would ask that you familiarize your cataloguing staff with the objectives of the project and the critical need for their cooperation over the next few weeks.

Marie McKee from the BCUC office will be responsible for the sampling project. If you or your staff have any questions, please do not hesitate to call Marie.

B.C.UNION CATALOGUE

7671 Alderbridge Way
Richmond, B.C. Canada
V6X1Z9 Phone: (604) 273-9521

08 May, 1980

Elizabeth Grubb
North Vancouver City Library
121 West 14th Street
North, Vancouver, B.C.
V7M 1P2

Dear Ms. Grubb:

As you may be aware, the B.C. Union Catalogue office has been asked by the GVLF Automation Committee to sample the shelf lists of the member libraries of the GVLF and the Greater Victoria Public Library. This is to determine the amount of overlap in their holdings and to find out the unique title holdings of the GVLF and the GVPL. The procedure for sampling is described below. It is very important that the sampling is done by the same person to ensure consistency throughout the sample.

Procedure for Sampling.

The first part of the study requires that you measure your entire shelf list and count unique titles per two inch segments for 15 randomly chosen groupings.

1. Measure entire shelf list (in inches) as accurately as possible.

2. Divide the total length of the shelf list (Step 1) by 15. The resulting figure is the sampling interval.

3. Go back to the beginning of the shelf list and, using the figure from Step 2, measure off 15 segments, placing a marker at each interval. For example, if, in dividing the total length of the shelf list by 15 (Step 2), the interval obtained is 100 inches, then, starting from the beginning of the shelf list, measure 100 inches and place a marker in the spot. Measure a further 100 inches from the first marker and place a second marker. Repeat this step until you have marked 15 intervals in the shelf list.

4. Go back to the first marker and, squeezing the cards firmly, measure 2 inches from the marker. It is important that constant pressure is used when measuring the 2 inch segments.

5. Pull the 2 inches from the shelf list and count the number of unique titles in the group. Repeat Steps 4 and 5 for the remaining markers.

6. Total the number of unique titles per 2 inch segments and report the total number of unique titles per 30 inches to BCUC.

We request that you report the results of this preliminary sample by May 16, 1980 to me at BCUC. If there are any questions about the procedure, please feel free to call at any time.

Thank you for your cooperation.

Sincerely yours,

Marie McKee
Librarian, BCUC

April 21, 1980

SAMPLE SIZE TABLE

1 Institution	2 Calculated Total Titles	3 Titles Per Inch	4 Sample Percent	5 Sample Size	6 Interval In Unique Titles	7 Interval In Inches
BPL	122,565	82.5	.11	121	1012.9	12
NW	122,459	103.9	.11	121	1012.1	9
NVC	79,630	107.9	.07	77	1034.2	9
NVD	69,769	77.9	.06	66	1057.1	13
PM	32,570	96.9	.03	33	986.9	10
VAN	399,008	84.25	.37	407	980.4	11
WV	99,005	111.9	.09	99	1000.1	8
GVPL	166,178	81.5	.15	165	1007.1	12
TOTAL	1,091,184		.99	1089		

Revised 4/21/80

DRAFT LETTER TO GVLF
LIBRARIES WITH INSTRUCTIONS
FOR SAMPLING

Dear :

BCUC is considering the establishment of a provincial-based bibliographic utility as the core of a full-service B.C. regional library network. Libraries in the Greater Vancouver Library Federation are important target members for this network.

One of the tasks in the present study is to sample GVLF shelf lists. Samples will be analyzed to determine holdings-overlap among participants; they will also be searched in several alternative data bases under consideration. To obtain the samples we need your help.

Shelf Lists
We are asking for a sample of _____ shelf list items. Items are to be sampled (photocopied), numbered, annotated and batched as prescribed in detail in the SHELF LIST SAMPLING PROCEDURE. We request that you send the results of the shelf list to Marie McKee at BCUC on or before May 30, 1980.

Please write on each photocopied item the library name (if not already present), and a combined date and sequential number so that each item has a unique sequential number. For example, the first item photocopied on April 30 would be numbered 043080001, the twelfth would be 430800012, etc.

We appreciate your assistance in this task. You will be kept informed of the results of the study.

Sincerely,

Marie McKee

7671 Alderbridge Way
Richmond, B.C. Canada
V6X 1Z9 Phone: (604) 273-9521

SHELF LIST SAMPLING PROCEDURE

INSTITUTION _____

SAMPLE SIZE _____

SYSTEMATIC INTERVAL _____

I. INTRODUCTION

In this discussion, the following definitions are used:

Item: One complete shelf list record (comprised of one or more shelf list cards) describing one title and one or more volume titles.

Element: One particular card in a sample shelf list item.

Systematic Interval: The distance to be measured between successive samples.

II. SAMPLE SIZE, SYSTEMATIC INTERVAL, AND BATCHING

The accompanying letter form BCUC tells how many items must be selected from your shelf list. The systematic interval to use between item selections is provided at the top of this page. If you do not have that information, and do not have a copy of the letter, contact Marie McKee at BCUC. Divide the sample into batches of 25 items; assign a sequential batch number and record this number on every item in the batch and also on the Batch Number Control Log. Make out a Batch Control Sheet for each batch to accompany the batch through all phases of sampling and tallying. Mail all batched data to the BCUC Office as directed in the attached cover letter.

III. IDENTIFYING & ANNOTATING VALID SAMPLE ELEMENT

For each sample element selected, we require that you:

1. Write an abbreviated institution name on the item (if this information is not already available on the item);
2. Number the element with a sequential number, 1,2,3... Label all continuation cards identically; and
3. After annotating the item, make a xerox copy of all cards in the card set for that item.

If your shelf list contains continuation cards, sample elements may be "hit" from the middle of a card set for an item. Should this happen, you must:

a) reposition yourself at the first card of that item;
b) number all continuation cards for the item identically;
c) copy all cards of the sampled set; and
d) begin sampling again at the first card of the next item.

IV. OBTAINING THE SAMPLE

Use the following list of random numbers as indicated:

6
6
1
7
9

1. Use the first random number (6) and measure in that number of inches from the front of the first tray to be sampled. Pick the card most closely identified by that measurement and count 5 cards past it, and them sample the item as directed by Section III (reposition yourself to the first card of a multi-card set if required).
2. To find the next sampled element measure the distance of one systematic interval from the current sample and count 5 cards further. Assume the cards are in a continuous sequence and disregard their division into separate drawers; when the end of a drawer is reached any remaining fractions of the measurement should be continued to the next drawer.

3. Continuing sampling (using Step 2) for 100 items or until you reach your required sample size (if less than 100 items). If your sample is over 100 items, select a new starting point (for each group of 100 sampled items) by using the next random number on the list and measure in that number of inches from the 100th item sampled. Repeat Steps 1, 2, and 3 until you reach your required sample size, remembering to select a new starting point for each group of 100 sampled items. The starting points will therefore be:

   6 in. for the 1st 100 items
   6 in. for the 2nd 100 items
   1 in. for the 3rd 100 items
   7 in. for the 4th 100 items
   9 in. for the last 100 items

   Always use the systematic interval as the distance between successive samples. If you reach the end of the shelf list before having chosen the number of items requested, contact Marie McKee in the BCUC Office.

RECON ALTERNATIVES
BATCH NUMBER CONTROL LOG

BATCH NUMBER	INSTITUTION NAME	DATE	NUMBER OF ITEMS IN BATCH	SEQUENCE NUMBERS FOR BATCH

BATCH CONTROL
SHEET

Batch Number _____
Date _____
Batch Sequence Numbers
_____
Institution _____
Sample
Current _____
Retro _____
Data bases searched
UTLAS _____
WLN _____
Group _____

6/23/79

BATCH CONTROL
SHEET

Batch Number _____
Date _____
Batch Sequence Numbers
_____
Institution _____
Sample
Current _____
Retro _____
Data bases searched
UTLAS _____
WLN _____
Group _____

6/23/79

BATCH CONTROL
SHEET

Batch Number _____
Date _____
Batch Sequence Numbers
_____
Institution _____
Sample
Current _____
Retro _____
Data bases searched
UTLAS _____
WLN _____
Group _____

6/23/79

BATCH CONTROL
SHEET

Batch Number _____
Date _____
Batch Sequence Numbers
_____
Institution _____
Sample
Current _____
Retro _____
Data bases searched
UTLAS _____
WLN _____
Group _____

6/23/79

BCUC Preparation of Tally Form

1. Complete one "Tally" sheet per batch.
2. Record all item numbers for the batch on one Tally Form. Photocopy the form, so that there are now four forms - WLN, UTLAS, NL/DOBIS and OCLC.
3. Begin by filling in the information at the top of the form:
   a. Batch number - the batch number for the group of sample slips.
   b. Database - Either WLN, UTLAS, NL/DOBIS or OCLC is being searched against.
   c. Date - today's date.
   d. Institution - The names of the institution from which these sample slips were chosen.
   e. Name - name of searcher.

Item Tabulation

1. For each sample slip searched fill in the "Tally" sheet line.
   a. NO HIT - no match was found under any of the possible search keys.
   b. LCMARC, CANMARC, BCUC CONTRIBUTED RECORDS, OTHER CONTRIBUTED RECORDS - Note the source of the matching record.
   c. EXACT MATCH - If the matching record needs no change, other than the addition of holdings data, then it is an exact match.
   d. NEEDS MODIFICATION - The matching record needs some change in the bibliographic data in order to match exactly.

Completion of Batch

1. Note on the batch itself which database it has been searched against.
2. Proceed with another batch and another "Tally" sheet.

GVLF RECON DATA BASE SEARCH TALLY SHEET

Date _____ Institution _____ Name _____

ITEM NO.	NO HIT	LC MARC	CAN MARC	BCUC CONTRIB.	OTHER CONTRIB.	EXACT MATCH	NEEDS MODIFICATION	
			RECORD SOURCE				ITEM	
1.								1
2.								2
3.								3
4.								4
5.								5
6.								6
7.								7
8.								8
9.								9
10.								10
11.								11
12.								12
13.								13
14.								14
15.								15
16.								16
17.								17
18.								18
19.								19
20.								20
21.								21
22.								22
TOTALS								

BCUC DATABASE SEARCH SUMMARY SHEET

Tally Sheet Totals and Sequencing

1. For each batch "tally" sheet calculate the "totals", i.e., number of sample slips searched, number of Hits, number of LCMARC, number of CANMARC, number of BCUC CONTRIBUTED RECORDS, number of OTHER CONTRIBUTED RECORDS, number of EXACT MATCHES, number of matches needing modification.
2. Divide the "tally" sheets by database searched.
3. Sort the "tally" sheets in order by sample and database and sequence them so that all sheets for an institution are together.
4. Number the "tally" sheets.

Summary Sheet Tabulation

1. Complete the top of a "summary" sheet with database name, the date, and your name.
2. Transcribe the information from each "tally" sheet onto one line of the "summary" sheet.
3. When all "tally" sheets have been recorded on one database, then stop.

Summary Sheet Totals

1. Total each summary sheet for: number of items searched, no hits, LCMARC hits, CAN MARC hits, BCUC Contributed Record Hits, Other Contributed Record Hits, Exact Matches, and matches needing modification.
2. Begin a new "summary" sheet (a "Grand Summary" sheet) note the totals for each of the "summary sheets. The totals on the "Grand Summary" sheet will be for all the batches in one database.

3. Mark the "Grand Summary" sheet as such. Gather all tally and summary sheets, and give them to the project manager.

GVLF RECON DATA BASE SEARCH - SUMMARY SHEET Page No. _____

Data Base _____ Date _____ Name _____

	BATCH NUMBER	TOTAL SEARCHED	NO HITS	LC MARC	CAN MARC	BCUC CONTRIB.	OTHER CONTRIB.	EXACT MATCH	NEEDS MODIFICATION	
1.										1
2.										2
3.										3
4.										4
5.										5
6.										6
7.										7
8.										8
9.										9
10.										10
11.										11
12.										12
13.										13
14.										14
15.										15
16.										16
17.										17
18.										18
19.										19
20.										20
21.										21
22.										22
TOTALS										

GVLF/RECON DATA BASE SEARCH SUMMARY SHEET (ALL DATABASES)

SYSTEM	TOTAL SEARCHED	NO HITS (%)	LC MARC (%)	OTHER CONTRIB.	EXACT MATCH	NEEDS MODIFICATION	CAN MARC	BCUC CONTRIB.	HIT RATE (%)
WLN	1089	243 .22	695 .64	151 .14	700	146	0	0	.78
UTLAS	1089	213	678*	92 .08	692	184	4	102	.82
DOBIS	1089	364 .33	695 .64	15 .01	600	125	15	0	.66
OCLC	1089	69 .06	695 .64	325 .30	838	182	0	0	.94

*NOTE: This sample was searched where precise mumber keys and precise title keys did not retrieve the desired MARC record. The UTLAS browsable access did not always retrieve the desired MARC record (as retrieved on the WLN System). An adjustment to the MARC hits has thus been made for UTLAS.

OVERLAP TALLYING PROCEDURE

I. INTRODUCTION

The tallying procedure is designed to determine the extent to which the libraries' sampled holdings overlap. Overlap information will be obtained for all libraries in the study.

II. ASSEMBLING THE DATA

1. Gather the batches of data from the libraries.
2. Before disassembling any batches, check that every item in the batch bears an abbreviated institution name and a sequential number. Do not disassemble any batches that have not been searched against the data base.
3. Disassemble the batches of data for each library in turn and sort the items by main entry, title, and publication year.
4. Merge the sorted groups for individual libraries into a single group, sorted by main entry, title, and publication year.

III. SEARCH

1. BCUC staff is to visit each institution in turn, and search the institutions shelf list or official catalog; for GVPL, BCUC will photocopy the sample and batch sheets and ask the library to search.
2. When searching in the catalog, if the title, main entry, collation, edition statement, publisher, and publication year agree between the sampled item and the institution's catalog card, then consider it a match. Note on the shelf list card. Otherwise if main entry and title agree but other data elements are different, it is not a match.
3. Continue to search until all sample items have been checked.

IV. PREPARING THE TALLY SHEET

1. Fill in the information at the top of the OVERALL TALLY SHEET:
2. Number the spaces down the column headed # OF LIBRARIES HOLDING TITLE from 0 to 8.
3. Several OVERLAP TALLY sheets will be required as work sheets to arrive at one set of comparison figures. If so, steps 1 and 2 above should be completed for each sheet used.
4. A grand tally sheet for accumulating work sheet subtotals should be prepared.

V. TALLYING THE OVERLAP

1. Look at each item cover sheet in turn. Count the number of libraries whose sampled holdings include that item. Look down the # OF LIBRARIES HOLDING TITLE column and find that number.
2. Enter a single hash mark in the #1 TALLY area (left of the double line) where an exact match is found. In the case of a match requiring modification, enter hash marks in column #7 (match with some Modifications).
3. Repeat Steps 1 and 2 above until all the data is completely tallied. Use additional sheets as necessary. As each intermediate sheet is filled, count the numbers of hash marks on each line and enter these down the # OF TITLES column.

GVLF RECON OVERLAP TALLY SHEET

PG _____ OF _____

NAME _____ DATE _____

(1) EXACT MATCH TALLY	(2) # OF TITLES	(3) % OF ALL TITLES	(4) # OF LIBRARIES HOLDING TITLE	(5) % OF ALL TITLES	(6) % OF TITLES	(7) MATCH WITH SOME MODS TALLY
			0			
			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			

TOTAL

RECON ALTERNATIVES

GVLF RECON GRAND SUMMARY OVERLAP TALLY SHEET

PG _____ OF _____

NAME _____ DATE _____

(1) EXACT MATCH TALLY	(2) # OF TITLES	(3) % OF ALL TITLES	(4) # OF LIBRARIES HOLDING TITLE	(5) % OF ALL TITLES	(6) % OF TITLES	(7) MATCH WITH SOME MODS TALLY
			0			
			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			

TOTAL